

# SportsAid

## TASS Management Group – Terms of Reference

### Status

The TASS Management Group (TMG) is a formal sub-committee of the SportsAid Board of Trustees. The TASS Management Group is a standing committee.

### Function

The function of the TASS Management Group is to:

- Be responsible for, and to report to, the SportsAid Board of Trustees on the strategic direction of the Scheme and its fit with Sport England's talent strategy and the wider Government, sporting and FE/HE sector priorities with particular reference to the links between the education and sporting sectors and talent development;
- Provide the National Scheme Director and TASS staff with advice on all aspects of the scheme and make any necessary recommendations for changes to the programme;
- Review and agree operational and financial plans;
- Advise on the identification and management of risk;
- Advise on the success of the programme and its impact on athletes and practitioners, including scrutinising the KPIs, the financial performance and the annual review of the scheme's success; a
- Consider any appeals made against decisions taken by the National Director.

### Composition

The membership of the TASS Management Group will consist of the following:

- At least two members of the SportsAid Board of Trustees;
- Chair of the TASS Management Group;
- Three education representatives;
- Three NGB Representatives;
- Chair of the TAAG;
- One representative from Sport England's Talent Investment Team (ex-officio and non-voting);
- CEO of SportsAid (ex-officio and voting);
- TASS National Director (ex-officio and voting).

If additional specialist skills are required on the TASS Management Group, independent members can be co-opted on to the Committee by the existing TMG members.



## Terms of Office

The term of office for trustee members will follow their terms of office as a trustee.

The term of office of the Chair of the TASS Management Group will be no more than two terms of three years. If the Chair of the TASS Management Group additionally holds another position on the committee and their term of office in that position is shorter than two terms of three years, this shorter term of office will take precedence.

The education and NGB representatives will serve a maximum of two terms of three years each.

The term of office for the Chair of the TAAG will follow their term of office as stated in the role description for the Chair of the TAAG (2 years plus possible extension).

The term of office for a co-opted independent member will be no more than two terms of three years but could be shorter dependent on the period of time for which the additional skills were required.

## Chair

The Chair of the TASS Management Group will be recommended for appointment to the Board of Trustees by the TASS Management Group. The Chair of the TASS Management Group can hold one of the other positions on the Management Group in addition to being the Chair.

## Quorum

A TASS Management Group meeting will be quorate if five or more voting members are present including at least one education representative and one NGB representative. This includes members calling in via telephone or video-conference.

## Meeting Frequency

The TASS Management Group will meet at least three times a year.

An extraordinary meeting can also be called by the TASS National Director, the CEO of SportsAid or the Chair of the TASS Management Group in response to exceptional circumstances.

## Votes

If a decision requires a vote it shall be passed by a simple majority of voting members. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

## Records

Formal minutes will be taken by a TASS member of staff or the TASS National Director in the absence of another senior staff member. The minutes will be circulated within 10 days after any meeting to all members of the TASS Management Group.



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**Patron:** Her Royal Highness The Duchess of Cambridge  
**Charity:** 1111612 | **Website:** [www.sportsaid.org.uk](http://www.sportsaid.org.uk)