



YOUTH PANEL

Terms of Reference

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Introduction

In accordance with the statutes for the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), the Youth Panel will exercise powers on behalf of CIMSPA and the Board of Trustees under the following Terms of Reference.

Purpose

The purpose of the Youth Panel is to allow young adults (defined as those between the ages of 16-25) to act as advisors to the Board of Trustees, the staff team and relevant sub-committees by advocating the youth perspective to influence policy, practice and the strategic direction of CIMSPA.

The Youth Panel Terms of Reference are agreed by the CIMSPA Board of Trustees who delegate authority to the Youth Panel to undertake work to understand and articulate the youth perspective, and to use it to advise on the scope of CIMSPA's strategy and services. The Youth Panel have no executive powers other than those specifically delegated in these Terms of Reference.

Scope

The Youth Panel is responsible for ensuring that the views, needs and potential of young adults are acknowledged and considered across all of CIMSPA's work. The scope of the Youth Panel includes:

- Acting as champions of the youth perspective by advising the Board of Trustees, sub-committees and CIMSPA staff on how to ensure CIMSPA maximises its positive impact on young adults.
- Identifying areas for improvement and ideas to enhance CIMSPA's engagement of young adults

The scope of the Youth Panel also includes:

- Representing the best interests of CIMSPA.
- Operating with strong moral principles, honesty, integrity and decency.

Role and Responsibilities

The Youth Panel role is to:

- Act as advocates of CIMSPA and the youth perspective.
- Act as representatives of the demographics, parts of the sector, CIMSPA personas etc. which align with the Panel's previous and current experiences.
- Engage with opportunities to advocate the youth perspective and / or for personal development through networking, involvement in relevant projects, attendance at CIMSPA meetings and attendance at appropriate events on behalf of CIMSPA.
- Be open to obtaining and sharing the feedback and perspectives of other young adults, not limited to but with a focus on the sport and physical activity sector.
- Present ideas and perspectives at meetings.
- Challenge mindsets and perspectives of CIMSPA staff, trustees and sub-committee members
- Work together collectively to agree ideas, recommendations and actions.
- Consider the implications of CIMSPA's services and operations for young adults.
- Support CIMSPA's vision and mission.
- Plan, review and implement decisions relating to the youth panels strategic objectives.

The Youth Panel are responsible to the board of trustees for:

- Reviewing CIMSPA's strategy and where appropriate making suggestions and recommendations to ensure this is applicable to young adults.
- Providing support and where appropriate make recommendations to CIMSPA staff on operations and process to ensure the youth perspective is considered.
- Advocating the youth perspective to influence decision making, policy, practice and the strategic direction of CIMSPA.
- Reviewing and ensuring that action is taken following any relevant reports produced by the board of trustees or CIMSPA executive team.
- Reviewing the performance of the Youth Panel.
- Completing an annual review of all Youth Panel activities.

Membership

CIMSPA's Board of Trustees aims to ensure that fellow trustees, sub-committee members and CIMSPA's employees are representative of all sections of society that they serve. CIMSPA welcomes and embraces the different perspectives, backgrounds and cultures individuals bring to the organisation and is committed to ensuring its operation reflects this, through inclusive practices that positively promote respect, equal opportunities for all and dignity.

The Youth Panel will be made up of:

- One independent non-executive trustee (this is excluding CIMSPA's Board of Trustees Chair) acting in a Board advisor capacity. This position does not have voting rights.
- One member of CIMSPA's staff team (this is excluding CIMSPA's CEO) in a non-voting capacity.
- One appointed Chair aged 16-25 recruited for their recent and relevant knowledge, skills, behaviour, and experience.
- One Vice Chair (a role normally adopted by an existing Youth Panel member based on a majority vote from the remaining voting members of the Panel, but may be recruited externally if necessary).
- Between 6 and 12 appointed members aged 16-25 that are recruited for their recent and relevant knowledge, skills, behaviour, and experience in a range of different fields within the sport and physical activity sector.
 - The Youth Panel must collectively represent a broad range of the following:
 - Different education backgrounds (including but not limited to):
 - Apprenticeship
 - Further education
 - Higher education
 - Not in education or training
 - Different employment backgrounds (including but not limited to):
 - Full time
 - Part time
 - Casual
 - Not in employment
 - Different experience of sport and physical activity (including but not limited to):
 - Spectating
 - Participation
 - Volunteering
 - Employment
 - No experience
 - Different knowledge and experience of the different industries within sport and physical activity (including but not limited to):
 - Performance sport
 - Community sport
 - Leisure operations
 - Exercise and fitness
 - Health and wellbeing
 - Adventure sport
 - National Governing Bodies
 - None of the above
 - CIMSPA members and non-members
 - Geographical location

Tenure and Elapse

CIMSPA's Youth Panel members are eligible to stand as a Panel member for a term of up to three years. After the first year of the initial term, their position will be reviewed in accordance with the skills matrix, Panel composition and Panel diversity. At this point, the youth panel member may continue in their position for a further two years, with annual reviews and CPD governing their tenure. A maximum of three terms of three years may be served, following this format.

Once a Youth Panel member reaches their 25th birthday they must retire from the Youth Panel within that year before turning 26. Attendance is still permitted at meetings within the year the member turns 25 that occur before retirement. In exceptional circumstances, for example to support succession planning, the Youth Panel can ask the Board of Trustees to approve an extension of up to 12 months beyond this point for a Youth Panel member.

Resignation or retirement will require the Youth Panel member to inform the Youth Panel Chair and a relevant CIMSPA staff member a minimum of one month before the next scheduled Youth Panel meeting

Quorum

The quorum necessary for the transaction of business shall be two thirds of Youth Panel members (not including the Board Advisor role or CIMSPA staff). Where this is not an equivalent number per person, the number shall be rounded up.

Decisions of the Youth Panel shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Youth Panel member shall have one vote.

Where the decision is equally split, the Chair will have the casting vote.

Meetings

The Youth Panel shall normally meet at least four times per year, with additional meetings scheduled on a demand led basis. Where it is not possible or practicable to hold these meetings at SportPark, Loughborough, meetings will be facilitated by electronic means or held at an alternative venue (or hybrid).

A minimum of 21 days written notice shall be given to every member of each meeting.

Papers for the meeting will be circulated no less than 5 working days before each meeting.

The minutes of each Youth Panel meeting shall be made available to the Panel at the earliest convenience, and shall be made available to the Board of Trustees upon request

The Trustee acting in a Board advisor capacity will report to the Board of Trustees following each Youth Panel meeting on the how the Youth Panel is fulfilling its duties and responsibilities. This trustee will also be responsible for acting as a conduit between the Board and the Youth Panel, ensuring the Board identifies areas where it requires input from the Youth Panel and feeding this back to the Youth Panel.

A member of the Youth Panel may be invited to attend part or all of a CIMSPA Board of Trustees meeting to present feedback, participate in discussions or for personal development.

CIMSPA Youth Panel members are expected to attend most meetings as a commitment to the Youth Panel. Where a Youth Panel member is unavailable, notice should be given as soon as reasonably practicable.

These roles are voluntary, and expenses will be met, should a Youth Panel member be unable to find a sponsor to support their attendance.

Additional Information

The Youth Panel Board advisor will be elected by the CIMSPA Board.

In exceptional circumstances the Youth Panel may co-opt an individual onto the Youth Panel to ensure that it has the required skills or experience to meet the needs of the sub-committee, the Board and the wider organisation. Co-opted Youth Panel members will still be required to undergo an interview process prior to appointment.

If the Chair is unable to attend or is not present at the start of a meeting, the Vice Chair will act as Chair for the duration of the meeting. If the Chair and Vice Chair are not present at the start of the meeting, the meeting shall elect a Chair for the duration of the meeting.

Only members of the Youth Panel have the right to attend Youth Panel meetings. However, other members of CIMSPA's staff team or Board of Trustees may be invited to attend meetings of the Youth Panel on a regular basis and other non-members may be invited by the chair to attend all or part of any meeting as and when appropriate and necessary.

Outside of the formal meeting programme, the Youth Panel Chair will maintain a dialogue with the Youth Panel Board Advisor, Youth Panel Vice Chair and key individuals involved in the company's governance, including the Chair of the Board of Trustees, the Chief Executive Officer, CIMSPA staff involved in the Youth Panel and with Youth Panel members. Youth Panel members are expected to contribute to communications / discussions outside of meetings; this will normally be done electronically.

CIMSPA's staff team will provide secretariat to the Youth Panel meetings and will record all minutes of meetings, actions, decisions made and changes to policy and procedures on behalf of the Panel. The Chair of the Youth Panel will review draft documents and approve for circulation to the Youth Panel members and public facing copies (where applicable).

The Youth Panel shall:

- Have access to sufficient resources in order to carry out its duties, including access to a secretariat for assistance as required.
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.
- Give due consideration to laws and regulations, these Terms of Reference, Youth Panel Code of Conduct and any other applicable rules as appropriate.
- Arrange for periodic reviews of its own performance, review its Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board of Trustees for approval.

Review

The Youth Panel Terms of Reference will be reviewed by the Board of Trustees December 2026 unless a change in policy, governance or other circumstance requires a review prior to this date. They will then be reviewed biennially in line with the Board of Trustees' annual plan.



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