



CIMSPA

Standards
Professionalism
Advocacy

YOUTH PANEL

Youth Panel Terms of Reference

Version February 2023

Next Revision February 2024

Youth Panel Terms of Reference

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Published by:

The Chartered Institute for the Management of Sport and Physical Activity

Incorporated by Royal Charter

Charity Registration Number: 1144545

www.cimspa.co.uk

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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 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 drive the involvement of the youth perspective through active engagement and consultation to influence and advise on the scope and quality of the services CIMSPA delivers and its strategy. The Youth Panel have no executive powers other than those specifically delegated in these terms of reference.

Scope

The youth panel are responsible for developing and improving the strategic overview of CIMSPA's youth provision and ensuring that the perspective of young adults is acknowledged and considered. The scope of the committee includes:

- Acting champions of young adults, the panel will support the board of trustees by advising, advocating and driving CIMSPA's work.
- Identify current areas for improvement in CIMSPA's engagement of young adults.

The scope of the committee also includes:

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

Roles and Responsibilities

The Youth Panel role is to:

- Act as advocates of CIMSPA and the youth perspective.
- Act as representatives of local and regional areas.
- Engage with opportunities to advocate the youth perspective through networking, involvement in relevant projects and forums 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 executive and the board of trustees
- Work as a collective board.
- Act as champions of the youth perspective, considering the implications of CIMSPA's services and operations for the young adults.

- Support CIMSPA's vision and mission.
- Act as youth advisors, utilising their previous and current experiences.
- 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.
- Provide support and where appropriate make recommendations to the CIMSPA executive 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 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 aim to ensure that fellow trustees, 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 consist of:

- One independent non-executive trustee (this is excluding CIMSPA's board of trustees chair) acting in a Board advisor capacity.
- One member of CIMSPA's executive team (this is excluding CIMSPA's CEO) in a non-voting capacity.
- One co-opted Chair aged 16-25 recruited for their recent and relevant knowledge, skills, behaviour, and experience.
- One co-opted Vice Chair aged 16-25 recruited for their recent and relevant knowledge, skills, behaviour, and experience.
- Between 6 and 12 independent co-opted 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 co-opted members must collectively represent 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 (0 hour)
 - Unemployed

- 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):
 - Sport performance
 - Community sport
 - Leisure operations
 - Exercise and fitness
 - Health and physical activity
 - Adventure Activities
 - 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 one year. After the first year, their position will be reviewed in accordance with the skills matrix, committee composition and committee diversity. At this point, the youth panel member may stand for their position for a further year, with annual reviews and CPD governing their tenure. A maximum of nine terms of one year 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.

Resignation or retirement will require the youth panel member to complete CIMSPA's youth panel letter of resignation. This will need to be submitted a minimum of one month before the next scheduled youth panel meeting to the Chair of the panel and the CIMSPA executive staff on the panel.

Quorum

The quorum necessary for the transaction of business shall be two thirds of panel members. Where this is not an equivalent number per person, the number shall be rounded up.

Where decisions are to be made, a simple majority will be required from the members in attendance at the panel meeting. Where the decision is equally split, the chair will have the casting vote.

Meetings

The youth panel shall meet five 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.

Meetings of the panel shall follow the cycle of the board of trustees and shall take place following the board meeting.

Additional meetings may include:

- Follow up meetings to support the completion of Youth panel objectives.

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 committee at the earliest convenience.

CIMSPA Youth Panel members are expected to attend a minimum of 3 out of 5 meetings per year as a commitment to the panel. Where a panel member is unavailable, notice should be given as soon as reasonably practicable.

These roles are voluntary, and expenses will be met, should a committee 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.

The chair of the youth panel will be recruited based on knowledge, skills and experience.

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 committee meetings. However, CIMSPA's executive staff or board of trustee members may be invited to attend meetings of the committee 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 board chairman and the chief executive, and CIMSPA executive involved in the panel and with panel members.

CIMSPA's executive staff will provide secretariat to the committee 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 committee will review draft documents and approve for circulation to the committee members and public facing copies (where applicable).

A member of the CIMSPA Youth Panel will be invited to attend each CIMSPA board meeting in a non-voting capacity.

Review

The Youth Panel terms of reference will be reviewed in February 2024 unless a change in policy, governance or other circumstance requires a review prior to this date. They will then be reviewed annually in line with the boards annual plan.