



Terms of Reference – National Advisory Council

1. Purpose

The National Advisory Council (NAC) is the principal advisory sub-committee for the Board of Directors on all issues relating to the Special Olympics programme 1.

The National Advisory Council (NAC) is a forum for the discussion of matters relating specifically to Special Olympics GB's programmes across England, Scotland and Wales. The NAC is an advisory group only and does not have executive powers. The NAC shares and provides any recommendations and outcomes derived from to the Board of Director via its appointed representatives.

The purpose of the NAC is to:

- a. Follow the mission of Special Olympics by supporting and developing inclusive opportunities for all people with an intellectual disability, within the framework of the Special Olympics Great Britain (GB) Memorandum of Association and Articles of Association.
- b. Fulfil the philosophy of Special Olympics by supporting the accredited Regions and local programmes in GB to fulfil the mission and philosophy of Special Olympics and ensure each accredited Special Olympics Region and its representative accredited programmes is able to voice their interests, views and needs at a Home Country level, to support the enhanced provision for Special Olympics activity across GB.
- c. Annually reviewing the Home Country Development Plans in line with the current Special Olympics GB Strategic Plan
- d. Provide support and guidance in the updating and review of all related and appropriate policies and governance processes
- e. Approve the nomination procedures for GB representative to Great Britain (GB) delegations
- f. Approve the nominations and selection of representatives to any relevant Councils, Committees or Sub-Committees of Special Olympics GB
- g. Approve Development Grants being applied for by SOGB programmes

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2. Reporting

The NAC reports to SOGB's Board of Directors and will provide;

- i. Prepare a quarterly report to the Board of Directors on the status and progress of the current Strategic Development Plan and its priorities
- ii. Prepare and provide in writing any recommendations for the Board to review at their next meeting (any recommendations must be received at least 7 days in advance of a meeting)

3. Membership

The membership of the NAC will be as follows:

- England – 2 representatives (as nominated by its Home Country Council annually)
- Scotland – 2 representatives (as nominated by its Home Country Council annually)
- Wales – 2 representatives (as nominated by its Home Country Council annually)

A request for nominations from Home Countries will be issued by the NAC in advance and not less than 21 days before the first Home Country meeting to take place in the calendar year at which nominations will be sought..

Home Country representative members may be re-nominated for election every 2 years up to a maximum term of 6 years.

In the event of the designated representative(s) not being able to attend, the relative Home Country Council shall be entitled to send alternate representative(s) and will advise the Chair of the NAC of any alternate in advance.

The NAC may co-opt additional members as necessary (without vote). The CEO and Sports & Development Director of SOGB shall normally attend all meetings of the NAC. They will not have a vote. Additional SOGB staff as required may attend as necessary.

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4. Officers

The officers of the NAC shall be a Chair and Vice-Chair, and shall be elected by the members of the NAC.

The officers shall be elected every 2 years at the first meeting of the NAC to take place in each calendar year.

Retiring officers may be re-nominated for election to a maximum term of 6 years.

5. Board Representation

Three representatives (1 representative from each home country) will be elected every 2 years to serve as Trustees on the SOGB Board of Directors.

Notification of elections and a request for nominations for these positions will be issued in advance and not less than 21 days to each Home Country Council before the first meeting to take place in the calendar year at which nominations will be sought.

6. Meetings

The NAC will normally meet a minimum of four times a year, but where possible, bi-monthly.

Members shall be given at least 14 days notice of each meeting. Meetings will be planned in advance annually at the first meeting of the NAC to take place in the calendar year.

The secretariat to the NAC will normally be provided by SOGB.

7. Quorum

The quorum at meetings shall be 3 voting members (one from each home country)

8. Voting

Each Home Country will have one vote.

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