

Role of Chairs and Subcommittees

Thank you for taking a proactive stance by deciding to be on a subcommittee of Rowing Ireland. Your time and input will be valued greatly. The Board of Rowing Ireland appreciates the contribution volunteers make towards our sport and we are dependent on volunteers to act as coaches, umpires, administrators, Board members and Chairs of subcommittees.

The aim of this document is to provide an understanding of the role of a subcommittee, its Chair and committee members. Each committee member is helping in a voluntary capacity and it is vitally important that the work of each committee member is valued and appreciated. Our sport could not operate without our volunteers.

Subcommittees play an important role within Rowing Ireland and help the Board/CEO of Rowing Ireland achieve its work program. Committees take a “hands on” approach and contribute greatly to the running of the organisation. A “Terms of Reference” document is prepared for each committee which clearly outlines their area of speciality. The ToR will be reviewed by the Board and updated as required. A subcommittee is answerable to the Board of Rowing Ireland, and the following reporting structure is in place to maximise operational efficiencies.

GENERAL STRUCTURE AND ROLE OF SUB-COMMITTEE:

1. Each Chair is appointed by the Board of Rowing Ireland following the AGM and the appointment expires at the following AGM.
2. A Chair can be reappointed to a maximum term of 4 years.
3. The Chair cannot commit the Board of Rowing Ireland to any financial transaction. Financial protocols apply to all subcommittee Chairs and they are not authorised to incur costs on behalf of Rowing Ireland.
4. The appointed Chair may invite appropriate members to the committee bearing in mind their expertise and other requirements (if any) outlined in the ToR.
5. The primary role of the sub-committee is to implement the Board's policy in their area of responsibility.
6. The subcommittee is expected to give expert opinion for the formation and amendment of policy but the final determination of policy will be the Board's duty.
7. If a subcommittee would like to make a recommendation to the Board, they can use the **Subcommittee Reporting Template** which will allow a subcommittee to supply enough information to the Board to allow them to make an informed decision.

Subcommittees appointed by Rowing Ireland Board 22nd May 2018

Sub-Committee 2018/2019 Season	Chair	Reports To	Reporting Date
Umpires	TJ Ryan	CEO	Twice a year 13/01/2018
Safeguarding	T. Fennessy	CEO	Once a year 12/03/2018
DEC	B. Ewing	CEO	Twice a year 9/09/2018
Universities	A. Coleman	CEO	Twice a year 10/03/2018
Schools	E. Molloy	CEO	Twice a year 10/03/2018
Masters	P. Kinsella	CEO	Twice per annum 11/11/2018
Disciplinary	A. Wells	CEO	As required
Championships	S. Scully	CEO	Twice per annum 9/09/2018
Safety	TBA	CEO	Twice per annum 11/11/2018
Para	M. Kilbane	CEO	Once a year 13/01/2018
Audit	CA Smith	Board	Twice per annum 13/01/2018
Governance	B. Leader	Board	Twice per annum 11/11/2018
High Performance	N. Maxwell	Board	Every meeting
Coastal	K. Kerr	Board	Every meeting

INDUCTION

Each Chair should familiarise themselves with the following reference documents which are available on the Rowing Ireland website:

1. Rowing Ireland Strategic Plan
2. Terms of Reference for Rowing Ireland Subcommittees. This will outline the boundaries you are to work within and the goals of the committee.
3. Rowing Ireland Policies
4. Subcommittees Board Reporting Template
5. Subcommittee Board Request Template

Each member of the committee should also read this document.

Monitoring and evaluating effectiveness:

It is important to consider the effectiveness of the committee you work with and its strengths and weaknesses. Each committee fulfils an important role and helps the sport of rowing to develop. It is important for each Chair and committee member to

review the effectiveness of the committee and identify areas that need further work. We are all volunteers and our culture is one of openness and inclusiveness. To be an active and effective committee member, you need to:

- ✓ Communicate effectively and be a good listener
- ✓ Keep informed in your area of speciality
- ✓ Understand the key objectives of Rowing Ireland Strategic Plan
- ✓ Prior to committee meetings, make sure you have read the agenda and are well prepared.
- ✓ Utilise your specific skill set or area of expertise
- ✓ Prepare a report in line with the reporting schedule

This aim of this Guidance document is to provide committee Chairs and members with an understanding of the role of a subcommittee. Each subcommittee is an integral part of helping Rowing Ireland achieve its Strategic objectives.

If you require any assistance, please contact Rowing Ireland :
secretary@rowingireland.ie

Thank you for volunteering.