

IWG UK STEERING COMMITTEE

Terms of Reference

BACKGROUND

The International Working Group (“IWG”) on Women & Sport is the world’s largest network dedicated to ‘empowering women and girls and advancing sport and physical activity’. The IWG is governed by a voluntary IWG Global Executive, a multi-national Board of experts in the field of gender equity in sport and physical activity.

The activities of the IWG Global Executive and IWG Secretariat are determined by the IWG Handbook, the current Secretariat MoU, and every four years, by a new iteration of the IWG Strategic Plan. This plan is created by each new Secretariat in partnership with the IWG Global Executive, which then monitors implementation.

The United Kingdom (UK) is the host nation for the IWG Secretariat 2022 - 2026 quadrennial & 9th IWG World Conference on Women & Sport 2026, with the Sport and Recreation Alliance (“Alliance”) in place as global delivery agent.

The Alliance Board is ultimately accountable for the delivery of the IWG UK Secretariat but has delegated the day-to-day governance arrangements to a Committee of the Alliance Board (with power to act in accordance with these Terms of Reference).

AIM

The IWG UK Steering Committee (“Committee”) is established to take delegated responsibility on behalf of the Alliance Board for leading and overseeing the delivery of the IWG UK Secretariat within the parameters of funding secured for IWG UK and in accordance with the IWG UK hosting bid and agreed MoU between the Alliance and the IWG.

SCOPE

The Committee will operate within the Alliance’s wider governance framework. It will formally report to the Alliance Board. The IWG UK Secretariat team (led by the IWG UK Secretary General) will oversee delivery of actions and recommendations from the Committee to deliver the approved IWG Strategic Plan 2022-2026.

ACTIVITIES

1. Establish the IWG UK Secretariat team and provide oversight for the delivery of the IWG Secretariat 2022-2026.
2. Oversee, in partnership with the IWG Global Executive, the creation and implementation of the IWG Strategic Plan 2022-2026.
3. Provide strategic direction to the IWG UK Secretariat team in association with the Advisory Board, the Funding Accountability and Assurance Group and domestic and global partners.
4. Advocate the work of IWG UK and build strong partnerships with the IWG Global Executive and domestic and global partners.
5. Responsible for the financial management of IWG UK within the budgets agreed with the Alliance Board and in accordance with the delegated financial authority (see appendix A) set out by the Alliance Board.

6. Responsible for risk identification, assessment and management for IWG UK, escalating when necessary to the Alliance Board.
7. Provide advice to the Alliance Board on matters relating to the strategic direction of IWG UK.
8. Ensure that all responsibilities delegated to the IWG UK team are carried out in compliance with applicable law and other regulatory requirements.
9. Any other duties delegated to the Committee by the Alliance Board.

MEMBERSHIP

1. The UK IWG Co-Chair (Annamarie Phelps CBE) (as Chair).
2. Three representatives of the Alliance Board, including its Chief Executive.
3. Four independent members selected on a skills, experience and diversity matrix.
4. Two senior representatives of major funders (i.e. UK Sport and Sport England).

STRUCTURE

1. The UK IWG Co-Chair shall be the Chair of the Committee.
2. At any meeting of the Committee at which the Chair is not present the other members shall agree a Chair for that meeting only.
3. The quorum for the Committee shall be four with at least two of the quorum being independent members and with at least one of the quorum being a representative of the Alliance Board.
4. The IWG UK Secretary General shall attend all meetings of the Committee except when the Committee directs otherwise.
5. The Chair of the Alliance Board shall be entitled to attend any meeting of the Committee.
6. The Alliance Board has the power to add to or otherwise alter the composition of the Committee if it deems it appropriate.
7. The Alliance Board has the power to terminate the appointment of a member of the Committee.
8. No person may serve on the Committee for more than five years.
9. The UK IWG Co-Chair will review the Committee's effectiveness annually and report back to the Alliance Board.
10. The UK IWG Co-Chair will review these Terms of Reference at least every two years and make any recommendations for change to the Alliance Board where required.

WAYS OF WORKING

1. The Committee will meet at least four times per year in the same cycle as, but two weeks ahead of, the Alliance main Board.
2. Meetings may be face to face, virtual or hybrid. Committee members attending virtually shall count towards the quorum.
3. The agenda and supporting papers for the meetings will be circulated to Committee members at least seven days before each meeting.
4. The Committee has powers to obtain external professional advice and to invite third parties to attend and contribute to meetings of the Committee.
5. Minutes of the Committee will normally be taken by the IWG UK Secretariat Administrative Officer.
6. The Committee shall be responsible directly to the Alliance Board and minutes of its meetings shall be distributed to those Directors. The UK IWG Co-Chair will attend Alliance Board meetings to discuss IWG matters when invited by the Alliance Chair.
7. All members of the Committee shall abide by the Alliance's [Code of Conduct](#) and [Conflicts of Interest](#) policies.

Appendix A – Delegated Financial Authority Schedule

The following financial authority has been delegated to the Committee by the Alliance Board for expenditure within the budget agreed by the Alliance Board. The Committee does not have authority to commit to any expenditure beyond the budget agreed with the Alliance Board.

1. Goods and Services

- i. Procurement of goods and services will be managed within the Alliance's procurement policies and processes
- ii. Delegated authority for the Secretary General for approval of goods and service purchase orders up to £5,000
- iii. All procurement over £5,000 must be approved by the Chair of the IWK UK Steering Committee
- iv. All procurement over £10,000 will require approval by the Alliance Board which will be dependent on written approval of the IWG UK Steering Committee
- v. At least two quotations from competitive suppliers must be obtained for all procurement over £5,000
- vi. Contracts can be signed by the IWG UK Secretary General or the IWG UK Steering Committee Chair when the necessary permission has been received

2. Expenses

- i. Expenses will be managed in accordance with the Alliance's Expenses Policy
- ii. Delegated authority for the IWG Secretary General for approval of expenses up to £2,000
- iii. All expenses over £2,000 will require approval by the Chair of the IWG UK Steering Committee
- iv. All personal expenses incurred by the Secretary General will need to be signed-off by the Alliance CEO, or by the Chair of the IWG UK Steering Committee if above £2,000
- v. All personal expenses incurred by the IWG UK Steering Committee Chair will need to be signed off by the Alliance CEO, or by the Alliance's Chair or the Chair of the Alliance's Finance and Audit Committee if above £2,000

3. Payment Sign-off Process

- i. The Alliance's Finance Manager will sign-off all payments, approved in accordance with this schedule, up to £2,000 and the Alliance's Chief Operating Officer will sign-off all approved payments over £2,000