

1 Terms of Reference of the Development & Facilities Sub Committee

1.1 The Board has resolved to establish a committee of the Board to be the Development & Facilities Sub Committee (“the Development & Facilities Sub Committee”).

1.2 The Development & Facilities Sub Committee shall comprise at least 3 members, all of whom shall be members of the Board. Members of the Committee shall be appointed by the Board.

1.3 Only members of the Development & Facilities Sub Committee and the Chairman (other than when the Committee is considering matters relating to the Chairman) have the right to attend committee meetings. However, other individuals as the Development & Facilities Sub Committee shall determine and external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary.

1.4 The Board shall appoint the Facilities Director as Development & Facilities Sub Committee Chairman. In the absence of the Development & Facilities Sub Committee Chairman, the Development Director shall be elect to chair the meeting. Facilities Director is ratified at the AGM in line with our League Rule.

2. Secretary

The League Secretary or his or her nominee shall act as the secretary of the Committee.

3. Quorum

The quorum necessary for the transaction of business shall be three. A duly convened meeting of the Development & Facilities Sub Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Development & Facilities Sub Committee.

4. Frequency of Meetings

The Committee shall meet at such times as the Chairman of the Development & Facilities Sub Committee shall require.

5. Notice of meetings

Meetings of the Development & Facilities Sub Committee shall be called by the secretary of the Development & Facilities Sub Committee at the request of the Development & Facilities Sub Committee Chairman, with minimum of 48 hours' notice.

6. Minutes of meetings

6.1 The secretary shall minute the proceedings and resolutions of all Development & Facilities Sub Committee meetings.

6.2 Minutes of Committee meetings shall be circulated promptly to all members of the Development & Facilities Sub Committee, Board and Clubs.

7. Duties

The Development & Facilities Sub Committee shall:

7.1 Working with all Directors, Management Members, County FA's and Clubs to ensure that all stakeholders understand and support a shared vision for the development of football within the League.

7.2 Implement FA initiatives in line with The FA NLS and Grassroot Strategy and produce League Development Plan with support with the League Secretary, to ensure we comply with England Football Accreditation.

7.3 Promoting and supporting England Football Accreditation among clubs.

7.4 To understand and apply the rules of the United Counties League (the League). To coordinate with the Football Association (FA), Ground Grades for each club.

7.5 To liaise with clubs for floodlight certificates.

7.6 To work with clubs to assist in achievement of all facility requirements.

8. Reporting responsibilities

8.1 The Development & Facilities Sub Committee Chairman shall report to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.

8.2 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

9. Authority

9.1 The Committee is authorised to obtain, at the Company's expense, outside legal or other professional advice on any matters within its terms of reference.