

## SCA Access and Environment Policy Committee



### TERMS OF REFERENCE

#### Aim

To represent SCA Members concerning issues in the access and environment field with other governmental organisations, NGOs and other Sports Governing Bodies, and attempt to influence Scottish policy on access.

#### Objectives

- To circulate SCA members with relevant access and environment information as it becomes available
- To bring matters of policy to be decided to the SCA Board (through the Recreation Director currently, and in the future through a specified General Director)
- To represent the issues of the Access Network, via the Access Co-ordinator
- To provide the SCA representative to the National Access Forum (a permanent seat until review)
- Keep in touch with national bodies, e.g. NAF, Scottish Government, OPG group of SSA etc. over access policy

#### Process/meetings

- Group will meet as required in an ad hoc way, either in person, or electronically
- There will be a larger Access Forum meeting, including the Access Network, at the AGM each year
- Group will deal with its own administration

#### Delegation

The group has delegated authority from SCA Board to both discuss matters of access and environmental policy, and a responsibility to bring any matters of policy decision to the Board when required

#### Finance

The group will have no income, and little expenditure, to be met in the same way as for other access expenses.

#### Membership and Election/Appointment

- There will be up to 6 people, all of whom must be SCA Voting members.
- The SCA Board will invite applications on a rolling basis each year. All applications will be reviewed by the SCA Appointments Committee to check for suitability (experience) and eligibility (SCA Membership)
- In the event of more applications than spaces available, the SCA Appointments Committee will interview and select the individuals, to be ratified by the Board.
- Appointment is for three years, and individuals may apply for reappointment, and there is no maximum of consecutive terms.
- The Board may appoint additional people to make the group to the maximum number. Individuals appointed in this manner may serve a shorter term.

The committee will appoint the following support functions from within its membership

- Chair (to chair the Access and Environment Policy Committee and coordinate it's work)
- Access Coordinator (responsibility for managing the Access and Environment Network)

#### Reporting to the Board

The committee will submit a report of activities/actions required by the board for each board meeting. The committee will prepare minutes from each meeting (whether that be a meeting via conference call or in person), to be submitted to the SCA Board for recording.

### **Reporting to the Membership**

- The Group will contribute to the Annual Report, and include the work of the Access Network, in September each year, representing the April-March period beforehand.
- Regular reporting shall take place to the membership via Scottish Paddler, SCA website, e-newsletter, and SCA Facebook page

### **Role Descriptions**

#### **Chair**

- Chairs the committee meetings
- Ensures smooth running of the committee
- Remains unbiased and impartial during discussions.
- Ideally should be able to make most meetings, and be available for committee members to contact
- Ensures the meeting and activities are conducted in accordance with the SCA Conflicts of Interest Policy.
- Reports to the SCA Board member for the to ensure the direction and strategy of the SCA is being implemented, and report on current progress

#### **Access Co-ordinator**

- Manage and co-ordinate the work of the Access and Environment Network
- Develop and train local Access volunteers, e.g. River Advisers
- Provide input to SCA responses to external consultations (e.g. hydro, wind farms etc.)
- Provide support for volunteers taking local action in access