

## **Scottish Hockey Management Committee: Terms of Reference**

The Scottish Hockey Management Committee is a sub-committee of Scottish Hockey responsible for delivery of the domestic sporting objectives.

### **Reporting**

The management committee reports to the board of Scottish Hockey.

### **Membership**

The management committee from June 2020 consists of:

- Chair – John MacKenzie, President, Scottish Hockey.
- TBC, Vice President, Scottish Hockey.
- Barbara Morgan, Director, Scottish Hockey, and Officials Convenor.
- Ally Dick, Discipline Convenor and Umpire Appointments Convenor.
- Anne Wotherspoon.
- David Sweetman, Chief Executive, Scottish Hockey.
- Andy Tennant, Head of Performance, Scottish Hockey.
- Jamie Frail, Head of Domestic Game, Scottish Hockey.
- Martin Shepherdson, Grange Hockey Club.
- David Bond, Chair of Scottish Students Sport – Hockey Group.
- Stewart Gilmour, Director, Scottish Hockey, acts as an observer / facilitator and non-voting member.

Previously it consisted of:

President,  
Vice-President  
Chief Executive  
Head of Domestic Game  
Head of Performance  
Communications Manager  
Officials Convenor  
Student representative (Nominated by our partners at Scottish Student Sport)

### **Appointment of Management Committee**

The management committee shall, at its first meeting following Scottish Hockey's annual general meeting (AGM) in each year, ratify the members of the management committee until the next AGM. The chair of the management committee shall be elected by the members of the committee at the first meeting following the AGM.

### **Frequency of Meetings**

The management committee shall meet not less than six times in each year. Virtual meetings, if quorate, shall be considered formal meetings. A quorum at each meeting shall be five (with a minimum of two staff and two non-staff attending). The dates, times and venues of the meetings will be notified to all members at least two weeks in advance of the meeting.

### **Record of Meetings**

The management committee shall ensure that an agreed written record of each of their meetings is kept. Following the meeting a draft will be shared with the chair for an accuracy check and then issued to the committee members. A summary of the meetings may appear on the Scottish Hockey website.

### **Staff Attendance**

The CEO shall normally be required to attend all meetings of the management committee. Other staff are requested, as part of their normal duties, to attend meetings.

### **Responsibilities of the Management Committee**

- The Scottish Hockey Management Committee takes overall responsibilities for administration of domestic hockey;
- Oversees the development and implementation of nominated projects;
- Reviews volunteer and staff activity while ensuring robust reporting is presented to management committee;
- Supports the board and Scottish Hockey staff to deliver the Scottish Hockey Strategic Plan.