



WEIGHTLIFTING WALES

CODI PWYSAU CYMRU

Terms of Reference Strategy and Development Subcommittee

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1. Role

The Strategy and Development Committee (Subcommittee) is a subcommittee of the Directors of Wales Weightlifting Federation CIC (“Board”) and is responsible for Provide strategic oversight, and support the development and implementation of the Weightlifting Wales strategy. The Board itself remains responsible for and endorses final decisions on Strategy.

2. Accountability

2.1 The Subcommittee is accountable to the Weightlifting Wales Board and shall report to the Board.

3. Responsibilities

3.1 The Subcommittee will:

- Evaluate the progress of Weightlifting Wales strategy.
- Align and connect with the Sport Wales and British Weightlifting Strategies (where appropriate)
- Establish/review Weightlifting Wales Strategic programme’s against agreed strategic priorities and funding investment for Board approval.
- Advise and make recommendations to the Board regarding the Strategic areas of work
- Report to the Board progress, any notes of interest, discrepancies or other issues
- Oversee the UKAD implementation plan and the UKAD Framework requirements

3.2 Advise and support staff in delivering the strategy

3.3 Oversee the UKAD Assurance Framework

4. Membership

- 4.1 Members of the Subcommittee must be appointed by the Board or Nominations Subcommittee. The Subcommittee must be made exclusively of Non-Executive Directors of the Board.
- 4.2 At least one member of the Subcommittee must have competence in strategic planning and development and at least one member must have knowledge of development and management of change.
- 4.3 The Chair of the Board should not ordinarily be a member of the Subcommittee.
- 4.4 The Board shall appoint the Chair of the Subcommittee who must be a Non-Executive Director.
- 4.5 External expertise can be co-opted onto the Subcommittee as required. This may be for specific agenda items and/or discussions.
- 4.6 Only members of the Subcommittee have the right to attend Subcommittee meetings. However, the Chief Operating Officer can be invited to be in attendance. Other individuals, such as the Chair of the Board, or relevant staff members, may be invited to attend all or part of any meeting as and when appropriate, and in doing so have speaking rights at the meeting, but cannot vote. Members should be required to confirm their independence at the time of appointment.

5. Quorum

- 5.1 The quorum necessary for the transaction of business at Subcommittee meetings is at least two Non-Executive Directors.
- 5.2 The Strategy and Development Sub Committee shall be appointed by the Nominations Committee.

6. Meetings

- 6.1 The Subcommittee will meet at least 4 times a year. Additional meetings will be called by the Chief Operating Officer or Subcommittee Chair when required with an agenda and an adequate time in advance.
- 6.2 Unless otherwise agreed notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed must be forwarded to each member of the Subcommittee and any other person required or invited to attend at the same time. The

Committee Chair decides frequency and timing. There should be as many meetings as needed to understand the business and accounts.

6.3 Meetings may be held in person or by teleconference or videoconference and individual members may join a physical meeting remotely by teleconference or videoconference and be regarded as present at the meeting.

6.4 The meetings shall be minuted. Decisions of the Subcommittee shall be taken by resolution and recorded in the minutes.

7. Decisions

7.1 The scope of decision making by the Subcommittee is limited to supporting the Board in discharging its role to develop the sport of weightlifting by ensuring the adequacy of Weightlifting Wales's strategic planning. The Board itself remains responsible for and endorses final decisions on Strategy and Development.

7.2 Where possible decisions are reached by consensus.

7.3 Where a consensual decision cannot be reached and as long as the meeting is quorate, a majority vote will decide the issue.

7.4 The Committee Chair will have a casting vote in the event of a tie.

8. Reporting to the Board

8.1 Minutes of the Subcommittee meetings will be presented to the subsequent Board meeting and the Chair of the Subcommittee will provide a report to the Board on any substantive or material matters, and on any recommendations made by the Subcommittee.

8.2 The Board will ensure that decisions taken by the Board shall be feed back to the committee.

9. Review

9.1 These Terms of Reference and the Subcommittee's effectiveness shall be reviewed at least every two years by the Board.