**Goalball UK Youth Forum - Terms of Reference (APPROVED - March 2024)**

Frequency of meetings

* Monthly formal meetings on the last Tuesday of the month.
	+ Members have the option to meet informally between meetings, for example on project work.

Number of members & quorum

* Maximum of 12 members – recruitment when membership is below this number is at the discretion of the Youth Forum and Goalball UK.
* Quorum of 60% attendance.

Terms

* A term on the Goalball UK Youth Forum lasts for 2 years.
* Members are allowed to serve multiple terms on the Youth Forum, if they are within the 16 – 25 age range at the start of their term.
* A member can start a term any time up until their 26th birthday (i.e. a member can start a term at aged 25 and complete their full 2-year term).

Guests

* Opportunity for guests to attend meetings – learning from different people, help spread the word of the Forum.
* Guests are not required at every meeting.
* A Goalball UK member of staff will be present at each formal meeting, in a non-voting capacity.

Roles

* Chair
* Deputy chair
* Secretaries
* Treasury Team
* Communications Team
* Engagement Leads
* Events Leads

Who sets agendas?

* Everyone will have the option to input into the agenda equally, to be collated and sent out by the secretaries.

What info sent out before meeting and when?

* Meeting details – 1 month with reminders 1 week prior (2-week reminder for any in-person meeting)
* Agenda items – 1 week prior
* Any other documents necessary for specific meetings – 1 week prior
* Documents circulated outside of this deadline may be excluded from that month’s meeting

Minute taking and time sent out after meetings

* Secretaries – no later than 1 week after

Reporting to other groups

* Yearly report to the board on the past 12 months of activity, both as a reflective piece and to have representation within a board meeting.

Voting

* Anonymous process such as Microsoft Forms or Google Docs for role assignments.
* Voting within meetings will be an open process with a simple majority needed for a vote to pass with the Chair having the deciding vote in case of a tie.

Decision making

* The Youth Forum will work together to make a decision and be a collective voice for that decision within the wider Goalball Community.
* The Youth Forum members should be aware that for certain decisions on policies or projects, Goalball UK staff may deem it necessary to decide on the Youth Forum’s behalf. The Youth Forum members should understand this will only be the case when absolutely necessary. Members should respect this and remain a collective voice for these decisions as if they were their own.
	+ In any instance of this occurring Goalball UK will clearly explain the decision and why it was necessary to make this decision on the Forum’s behalf.

Opportunities to represent Goalball UK

* Members of the Youth Forum will have opportunities to represent Goalball UK in various capacities.
* These opportunities will be presented to the Forum by Goalball UK for members to express their interest.
* Goalball UK will undertake a fair and transparent process should the need arise to choose specific members for an opportunity.

Code of Conduct

* All members agree to always abide by the Youth Forum’s Code of Conduct.
* Members who do not agree to the Code of Conduct or abide by the Code of Conduct may be asked to leave the Forum.
* The Code of Conduct has been created by the Forum, for the Forum, and is amendable if the Forum sees fit to.

When will we review the Terms of References?

* Every 12 months regularly
* Or, any situation where the Forum deems a review is necessary.