



Terms of Reference

ukactive Membership Council

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Purpose

The purpose of the Council is to provide the direct voice of ukactive members and major employers. Handling matters relating to the industry at request of Board, with Board signing off decisions.

Accountabilities

The Council reports into the Board and is directly reported into by the:

- ukactive Suppliers Council
- Legislative and Standards Committee

Responsibilities

The Council holds the following duties:

All matters of material and direct impact on the operation of businesses in the sector such as workforce development, music licencing, pan sector marketing campaigns and the evolution of the ukactive membership benefit package. As well as guide ukactive in its broader decision making on specific projects.

Council members will be asked to bring outside experience and perspectives for the segment of the market they represent and provide a short update to the council of current activity at each meeting.

The Chair of the Membership Council holds a seat on the ukactive Board. This role has the responsibility of feeding in to the ukactive Board all relevant outcomes of the meeting and equally updating the Membership council members of relevant Board discussions.

Membership

The following are appointed members of the Council:

- Phil Rumbelow, Jubilee Hall Trust, (Chair), elected Member for Leisure Trust
- Andy Thompson, Anytime Fitness, elected Member for Private Fitness Multi-Site
- Dave Courteen, Mosaic Spa & Health Clubs, (Deputy Chair) elected Member for Private Fitness Independent
- Neil King, 1Life, elected Member for Local Authority Leisure Management Contractor
- Debbie Kaye, Cambridge City Council, CLOA representative, elected Member for Local Authority
- Lisa Dodd Mayne, Association of Colleges, elected Member for Educational Facility
- Andrew Denton, Outdoor Industry Association, elected Member for Outdoor Activity Provider
- Robert & Hilary Rowland, BoomCycle, Shared seat as elected Member for Indoor Group Exercise Provider
- Dean Horridge, Fit For Sport, elected Member for Children's Activity Provider
- *Member for Wider Activity Promotion – Seat currently not filled*

The Chair and Deputy will be appointed by the ukactive Membership Council and ratified by Board, on a rotation of 3 year terms.

Members of the Membership Council agree to:

- The role being a voluntary position with no payment for services
- Their respective organisation remaining a member of ukactive for the duration of their position on the Membership Council
- Providing a minimum of four days' commitment per annum to the post to attend Membership Council meetings
- Committing to being in post for at least a 12 month continuous period
- Attend key ukactive sector events, such as Active Uprising and the ukactive National Summit.

Members of the Membership Council will sign agreement to the above after attending their ukactive induction.

For further information contact Geraldine Tuck
on Geraldinetuck@ukactive.org.uk



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Quorum

In order for decisions to be passed these must be agreed by 4 members plus the Chair. Should the Chair not be able to attend, he or she should nominate a suitable delegate to Chair the meeting and should approve the proposed decision within 48 hours electronically.

ukactive Executive Owner

The ukactive executive owner for this council is Geraldine Tuck, Strategic Development Director.

Secretariat

The ukactive secretariat for this council is Geraldine Tuck, Strategic Development Director. The secretariat should be responsible for ensuring that the agenda is put together, signed off by the Chair and distributed with any accompanying papers at least one working week in advance of each meeting. He or she should take minutes at each meeting and ensure they are signed off by the Chair and distributed to all attendees within 72 hours of each meeting.

Frequency and Timing

The council should meet every 3 months, where possible on the first week of the first month of each quarter. The proposed future dates for this council are:

Year	Quarter	Date
<i>FY18/19</i>	4	15 January 2019
<i>FY 19/20</i>	1	09 April 2019
	2	09 July 2019
	3	08 October 2019
	4	14 January 2020
<i>FY 20/21</i>	1	07 April 2020
	2	03 July 2020

Reporting

A progress report, providing members with a status on progress against previous actions, key milestones owned by the council and risks and issues owned by the council should be put together by the Secretariat and distributed with the agenda for each meeting.