

TERMS OF REFERENCE

Governance & Risk Committee (GRC)

The Governance & Risk Committee (GRC) shall be appointed by the Board but must include the Senior Independent Director.

Membership

The Senior Independent Director shall be Chairman of the Committee. At any meeting of the Committee at which the Chairman is not present the other members shall agree a Chairman for that meeting only.

Members are eligible to be a member of the Committee whilst still in post as a Director or staff member unless the Board determines otherwise.

Quorum

A minimum of 3 members of the Committee must be present for the meeting to be deemed quorate; these must include 2 Board members.

Responsibilities

The Governance Committee's core emphasis is on governance as identified below within Table Tennis England.

1. Advise the Board in relation to governance requirements, taking account of external developments, and recommend changes as required
2. Provide scrutiny on behalf of the Board in relation to all Articles, Regulations and policies, ensuring they are fit for purpose for a modern code compliant NGB
3. Oversee periodic non-financial audit processes
4. Monitor and support the risk management process and provide independent, objective challenge in relation to the risk register

Governance

- Monitoring the roles and responsibilities of the Board
- Monitoring the duties and responsibilities of directors and officers
- Monitoring conflict of interest procedures
- Monitoring the Board's diligence and attentiveness in applying governance best practices and responding to the requirements of the business.
- Monitoring the Board's self-evaluation and improvement process
- Ensuring compliance with funding and regulatory authorities governance standards and in particular all aspects of the Code for Sports Governance
- Monitoring for the board's effectiveness and continuing development.

Articles, Regulations and Policies

- Work with the Rules Committee to review, check and challenge published Articles and Regulations ensuring that they are fit for purpose and relevant.
- Scrutinise and ensure that all policies are in place, up to date and followed
- Be aware of disciplinary, appeal and equality issues passing through the organisation ensuring that they are managed appropriately
- Be aware of complaints and grievances that pass through Table Tennis England and that they are managed appropriately.

Risks

- Identify and assess all material risks to the Board
- Review Table Tennis England's risk policy and profile against its risk appetite and strategy;
- Review management's view of emerging and potential risks; and to review the management actions required in response to changes in the risk profile and emerging or potential risks;
- Request and review reports on particular aspects of risk management (including information Security and Business Continuity planning)
- Review and recommend to the Board for approval the statements to be included in the Annual Review concerning risk management (If there is one)
- Consider, significant new business initiatives/proposals from a risk viewpoint and make recommendations to the Board;
- Provide independent objective challenge, oversight and support of risk management activity across Table Tennis England

Reporting

The Governance Committee will report to the Board each Board meeting, making supporting recommendations in respect of its responsibilities.

Meeting Frequency

The Group shall meet a minimum of 4 times a year, this can be virtual as well as physical.