
International Strategy Group – Terms of Reference

1. Background

- 1.1 The International Strategy Group (the **Committee**) is a committee of the Board of the British Mountaineering Council (**BMC**).
- 1.2 The Committee has the delegated authority of the Board in respect of the functions and powers set out in these terms of reference.

2. Membership

- 2.1 The Committee will comprise
 - (a) the President
 - (b) BMC staff or volunteers with a formal role within the International Climbing and Mountaineering Federation (**UIAA**); e.g. Management Committee, Commission Presidents etc.
 - (c) BMC staff or volunteers with a formal role within the International Federation of Sport Climbing (**IFSC**); e.g. members of Commissions or individuals with volunteer or staff roles in IFSC
 - (d) BMC staff or volunteers with a formal role within the International Ski Mountaineering Federation (**ISMF**); e.g. members of Commissions or individuals with volunteer or staff roles in ISMF
 - (e) the Head of GB Climbing and
 - (f) Chair of CCPG
 - (g) the Chair of the International Committee
 - (h) other members as appointed by the Committee, up to a maximum of 3.
- 2.2 Roles a to g above are ex-officio.
- 2.3 It is recognised that as all members are ex-officio the workload may require paper or delegated attendance in order to ensure volunteers time is used appropriately.

3. Role

- 3.1 The role of the Committee is to ensure that the BMC provides a co-ordinated approach to international representation both in ensuring the BMC is appropriately represented on UIAA, IFSC, ISMF and any other international bodies involved in the BMC's activities (together the **International Bodies**) and that its international position and profile is consistent.

4. Duties and terms of reference

- 4.1 The Committee will carry out the following duties for the BMC as appropriate:
 - (a) advising the Board on international issues relating to our interaction with the International Bodies and international relations;
 - (b) co-ordinating the BMC's international profile to be consistent across all International Bodies;
 - (c) identifying, recommending and supporting candidates for roles on International Bodies;

- (d) supporting BMC members on International Bodies, including succession planning, so the BMC has a depth and breadth of representation across all appropriate International Bodies.
- (e) managing the attendance of BMC members at International Federation meetings within the Board approved budget.

5. Term

- 5.1 A person in an ex-officio role will cease to be a member of the Committee: on ceasing to be in the qualifying role; through a resolution of the Board terminating his/her appointment or; on written notice of resignation from the appointment to the Committee.
- 5.2 Appointments of the other members to the Committee, are made by the Committee, and are reviewed annually. They will cease to be a member of the Committee: if not reappointed; through a resolution of the Board terminating his/her appointment or; on written notice of resignation from the appointment to the Committee.

6. Chair

- 6.1 The Committee will annually appoint one of its members to be the chairperson (the **Committee Chair**).
- 6.2 The Committee will be chaired by the Committee Chair, in the absence of the Committee Chair at any Committee meeting, the remaining members present will elect one of themselves to chair the meeting.

7. Secretary

- 7.1 The BMC member of with responsibility for international mountaineering issues, or their nominee, will act as the secretary of the Committee and will provide all necessary support to the Committee, including the recording of Committee minutes and ensuring that the Committee receives information and papers in a timely manner to enable full and proper consideration of the relevant issues.

8. Quorum and voting

- 8.1 The quorum necessary for the transaction of business will be one half (rounded up to the nearest whole number) of the members of the Committee.
- 8.2 A duly convened Committee meeting at which a quorum is present will be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.
- 8.3 Subject to paragraph 8.4, each Committee member will have one vote which may be cast on matters considered at the meeting. Votes can only be cast by members attending a Committee meeting whether in person or remotely by way of audio or video conferencing and/or electronic facilities or electronic platforms.
- 8.4 If a matter that is considered by the Committee is one where a Committee member, either directly or indirectly has a personal interest, that member will not be permitted to partake in any discussions on the matter or vote on the matter at the meeting.
- 8.5 Except where they have a personal interest, the Committee Chair will have a casting vote.
- 8.6 The Committee Chair may ask any attendees of a Committee meeting to leave the meeting to allow discussions of matters relating to them.

8.7 Decisions requiring to be made between meetings may be by email exchange provided a simple majority of the Committee supports the decision proposed.

9. Frequency of meetings and attendance

9.1 The Committee will meet at least four (4) times a year aligning with the General Assemblies of the International Bodies or key meetings of the International Bodies and otherwise as required.

9.2 Only members of the Committee have the right to attend Committee meetings. However, other individuals such as the CEO, other directors, specialist BMC staff, and external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary and with the agreement of the Committee Chair. The Committee Chair will have the discretion to decide who, other than Committee members, will attend and address Committee meetings.

9.3 All or any of the members of the Committee may participate in meetings remotely via audio or video conferencing and or electronic facilities or electronic platforms. A person participating remotely will be deemed to be present in person at the meeting and will be entitled to vote and be counted in a quorum accordingly.

9.4 The secretary of the Committee will ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

10. Notice of meetings

10.1 Meetings of the Committee will be called by the secretary of the Committee at the request of the Committee Chair.

10.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, will be forwarded to each member of the Committee, and any other person required to attend, no later than five working days before the date of the meeting. Supporting papers will be sent to Committee members and to other attendees as appropriate, at the same time, but Committee papers may be forwarded at shorter notice with the approval of the Committee Chair.

11. Minutes of meetings

11.1 The secretary will minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.

11.2 The minutes will be agreed by the Committee Chair and secretary prior to circulation to all Committee members. Once approved, minutes (either full or redacted due to confidentiality) will be circulated to members of the committee.

11.3 A resolution in writing and signed by all Committee members will be as effective as a resolution passed at a Committee meeting. Any written resolution will be tabled and noted at the next meeting of the Committee.

12. Reporting responsibilities

12.1 The Committee will make recommendations to the Board in accordance with its duties and responsibilities.

12.2 The Committee Chair will be prepared to report to the Board on the proceedings of the Committee, if requested to do so, and having had at least one month's notice of the Board meeting, at which they are required to report at.

- 12.3 The Committee will make available to members these terms of reference by placing them on the BMC's website.
- 12.4 The Committee will report on the work undertaken in the previous 12 months in accordance with any request to do so made by either the Chair or the CEO.

13. General matters

The Committee will:

- 13.1 Give due consideration to laws and regulations, the provisions of the Code for Sports Governance, and any other applicable rules as appropriate.
- 13.2 Have access to sufficient resources to carry out its duties.
- 13.3 Work and liaise as necessary with all other Board committees.
- 13.4 Arrange for periodic reviews of its own performance and, at least annually, review these terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.
- 13.5 Contribute to the annual budget process of the BMC by providing a draft budget for the year ahead when requested to do so.
- 13.6 Monitor its annual spending and ensure that the work being done is within the costs set out in the Committee's annual budget.
- 13.7 Ensure that if any outside legal or professional advice is required in connection with its duties, and the cost of such advice has not been provided for in the Committee's annual budget, that it will seek the required authority to incur such expenditure prior to entering into any contract or terms of business.
- 13.8 In performing its functions, the Committee will at all times promote the objectives and best interests of the BMC.

14. Authority

The Board authorises the Committee to:

- 14.1 Carry out all duties set out in these terms of reference, to have unrestricted access to the BMC's documents and information that it needs access to in order to carry out its duties.
- 14.2 Seek any information it requires from any employee of the BMC to perform its duties.

Approved/adopted by the BMC Board on 26 November 2022