

# SSI Advisory Council

## Terms of Reference

### Name:

1. SSI Advisory Council

### Type:

2. A working group that brings knowledge, skills and experience to enhance SSI.

### Purpose:

1. To share knowledge and advise the SSI Trustee board and Leadership on opportunities or challenges for SSI to respond to.
2. Usual focus: International and national developments in the safe sport space and safeguarding generally.

### Responsibilities:

1. Contributing to the vision, mission and strategic direction of Safe Sport International.
2. Offering far sighted wisdom on changes and trends in the safeguarding space.
3. Providing strategic insight and expert advice that can support SSI into the future.
4. Giving recommendations to the SSI Trustee board / leadership where appropriate.

### Authority:

1. To provide recommendations for the SSI trustee board / leadership to consider.
2. To serve as a sounding board and provide check and challenge for strategic decisions.

### Deliverables:

1. Promoting the work of SSI.
2. Delivering proactive and reactive recommendations as appropriate.
3. Regular engagement with SSI Trustees, Committee Chairs, and staff as appropriate.

### Composition:

1. Advisory Council membership is open to those who are committed to the SSI vision and have a depth of relevant experience. This may include:
  - Individuals or representatives of organisations who can contribute strategic value in terms of realising SSI's vision.
  - SSI Committee Chairs, SSI Trustees.
2. Members may be located anywhere in the world.
3. Members offer their time, expertise and / or networks to support the work of SSI.
4. Meetings will normally be held in English. Reasonable adjustments can be made to meet individual language needs.
5. Ad-hoc Advisory Council members may be invited to join meetings as appropriate.
6. Qualities sought in SSI Advisory Council members include (but are not limited to): broad thinking, forward looking, bringing perspectives from different parts of the world and diverse stakeholder groups, able to adopt a global perspective.
7. The usual number of Advisory Council members shall be 10 - 15.
8. The usual process for appointment of Advisory Council members is:
  - a) Invitation or application to join
  - b) Discussion with Advisory Council Chair + one other member of the Advisory Council
  - c) Due diligence check
  - d) Formal appointment
9. The typical length of service of an Advisory Council Member is 3 years, which may be renewed for a further 3 years by agreement.

### Responsibilities of Advisory Council Members:

1. To uphold the SSI Code of Conduct and SSI Volunteer Agreement
2. To comply with these terms of reference, and ensure they understand their duties, rights and responsibilities, and that they are familiar with the strategic plan and operations of Safe Sport International.

3. To engage fully in collective consideration of the issues, contributing insights and opinions and taking account of the full range of relevant factors, including any guidance available.
4. To attend at least 75% of Advisory Council meetings each year.
5. To represent Safe Sport International on international and national platforms, where appropriate.

#### Meetings:

1. The Advisory Council will meet a minimum of 4 times per year, online or in-person.
  - Additional meetings may be arranged for either the whole Advisory Council or sub-groups to work on specific tasks or projects.
  - Dates and times will be circulated at the start of each year and will be rotated through time zones as appropriate.
2. Agendas will be prepared by the Chair and circulated not less than 48 hours in advance of meetings.
3. Minutes will be prepared by SSI leadership or a delegated person and posted in Teams following meetings.

#### Decisions:

1. The Advisory Council Chair shall be appointed by the Advisory Council from within its membership.
  - The role can be fulfilled by co-Chairs.
  - The typical length of service of the Chair is 2 years.
2. The quorum for decisions of the SSI Advisory Council shall be half the number of the full Advisory Council, provided that the Chair is present.
3. Decisions may be taken at online or in-person meetings, by telephone conference, or by email.

### Communications and File Storage:

1. The Advisory Council will have a dedicated communication and file storage area in SSI Microsoft TEAMS.
2. Members will be invited to be part of the SSI Advisory Council Team using an email address provided by each member.
  - Members will be able to use the "General" channel to communicate with each other via the "Posts" function. All members will be able to see the content in each post.
  - Documents will be stored in the "Files" tab of the "General" channel.
  - Each meeting will have the agenda and minutes stored in the "Meetings and Actions" channel and "Files" tab. Actions will be recorded in the "Actions" tab.

### Resources and budget:

1. There is no direct budget allocated to the Advisory Council.
2. Any Advisory Council specific projects are led and delivered by Advisory Council members with support from the COO and operations team.

*Note: A separate SSI Budget exists to enable engagement of survivors in the Advisory Council.*

### TOR Adopted:

1. This TOR is agreed 7<sup>th</sup> March 2024 by the Advisory Council and approved by the SSI Trustee Board 14<sup>th</sup> March 2024.
2. This TOR is to be reviewed every 2 years by the Advisory Council and the SSI Trustee Board.