



Terms of Reference : Junior Academy Board

Introduction

The Junior Academy Board replaces the current Hull & District Chess Association (HDCA) Junior Committee. It will report to the HDCA Executive Committee (of Trustees).

Main purpose

The Board will maintain general oversight of the Junior Academy, to ensure its success in delivering HDCA's aims of promoting chess to the residents of Hull and the East Riding of Yorkshire and providing facilities and opportunities for the learning, teaching and playing of chess.

Main Responsibilities

The Board will be responsible for:

1. Developing, implementing, monitoring and reviewing a strategy to achieve its main purpose as defined above.
2. Identifying and controlling the Academy's budget, as agreed by the Executive Committee and in association with the Treasurer.
3. Overseeing the admission of junior clubs into the Academy, their performance and continuation of membership.
4. Identifying and proposing to the Executive Committee the appointment of key postholders within the Academy,
5. Designing an annual programme of Academy events and competitions for junior players
6. Ensuring the recruitment of chess coaches, their development and most effective use.
7. Overseeing the effectiveness of HDCA's safeguarding policies and privacy policy with respect to junior chess, in association with the HDCA's Lead for Safeguarding, HDCA Safeguarding Officer and Club Safeguarding Officers.
8. Ensuring publicity for the Academy's activities.
9. Liaising effectively with immediate stakeholders (e.g., schools, HDCA clubs, parents, junior representatives, partner organisations such as libraries).
10. Keeping an Asset List relating to the activities of the Academy in association with the Treasurer
11. Assisting the General Secretary in the production of an Annual Report.

Membership

The Board will be chaired by the Lead for the Junior Chess Academy, a trustee elected to the post by an Annual General Meeting. In the event that the Lead for the Junior Chess Academy is unavailable, the meeting can be chaired by the HDCA President.

The Board shall consist of the following members:-

- HDCA Lead for Junior Chess Academy
- HDCA President (ex officio)
- Junior Chess Secretary
- Coach Co-ordinator
- HDCA Tournament Co-ordinator
- JAM co-ordinator (optional attendee)
- A staff representative from schools outside Academy Centres (optional attendee)
- A parent representative (optional attendee)
- Two junior players (optional attendee)

Others may be invited to attend a meeting if it is thought beneficial.

Frequency of meetings

The Board will meet at least quarterly. Minutes will be forwarded to the Executive Committee via the General Secretary and the Academy Lead will be responsible for identifying matters of substance that need drawing to the attention of the trustees for a decision, advice or information.

Conduct of meetings

The quorum for a meeting is the number nearest to one third of the total membership. The calling and conduct of meetings should follow the general principles embodied in the HDCA constitution. Meetings can take place electronically as well as face-to-face.

Document Review

The Terms of Reference for the Junior Academy Board will be reviewed every two years or sooner if there are any significant changes.

The review will be led by the HDCA Lead for Junior Chess Academy with assistance from the Junior Academy Board members.

A report will be presented to the HDCA Executive Committee. The HDCA Terms of Reference for the Junior Academy Board will be updated and re-issued if required.

Changes to this document

Any changes we may make to our Terms of Reference for the Junior Academy Board in the future will be agreed by the Trustees of the Charity. The updated document will be available on the HDCA website.

Change History

| Version | Date | Summary of Changes | Author |
|----------------|-------------|--|----------------|
| 1 | Jan 2023 | The Junior Academy Board replaces the current Hull & District Chess Association (HDCA) Junior Committee. | Chris Matthews |