



Junior Academy: Terms of Reference for the Junior Committee

Introduction

The Junior Academy Committee will report to the HDCA Junior Academy Board.

Main purpose

To develop junior chess in the HDCA in line with the direction as set by the HDCA Junior Academy Board. Taking into account the Boards stated purpose and any other HDCA Junior Academy Board strategic planning documents as they develop.

Main Responsibilities

The main responsibilities for the Junior Committee are:-

- To support the Junior Chess activities as approved by the HDCA throughout the year. To aid this to happen two clear roles have been identified that HDCA committee members can undertake to help Junior Chess. The first covers the Management of junior Chess Events, and the second covers the provision of Chess Tuition and Support.
- To provide updates on approved HDCA Junior Chess Events
- To provide updates on approved HDCA Chess tuition and support.
- To comply with HDCA Safeguarding, DBS and data management requirements as instructed.
- To liaise effectively with relevant stakeholders when necessary and understanding the importance of maintaining the reputation of the HDCA at all times.
- To act in a timely fashion to ensure HDCA approved projects and tuition are delivered as and when expected.
- To discuss any financial costs outside of individual project approved budgets with the Lead Officer for Junior Chess prior to any costs or income being processed.
- To assist the HDCA Junior Chess Academy in being a successful organisation within the areas of Hull and the East Riding.

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.

Also on the committee will be:-

- The Junior Chess Secretary
- The JAM co-ordinator

- The HDCA Junior Tournament Co-ordinator
- All HDCA recognised Junior Club Lead Officer
- All HDCA members that are acting in one of the two HDCA identified Junior Chess Roles:-
 - Management of Junior Chess Events.
 - Provision of Chess tuition and Support.
- Other parties may be invited on an ad hoc basis but would have no voting rights.

Frequency of meetings

The committee will meet at least quarterly. Minutes will be forwarded to the Junior Academy Board. The Chair will be responsible for identifying matters of substance that need drawing to the attention of the HDCA Junior Academy Board. Meetings can take place electronically as well as face-to-face.

Document Review

The Terms of Reference for the Junior Committee 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 Committee members.

A report will be presented to the HDCA Academy Board. The HDCA Terms of Reference for the Junior Committee 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 Committee 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	Initial Issue.	Chris Matthews