Terms of Reference – SSW Regional Fora

Purpose

- To improve communication and engagement at a regional level, providing a conduit for communication between members and the board of SSW.
- To raise awareness amongst our key partners and stakeholders of the work that is being led nationally and via SSW.
- To flag any potential regional operational or reputational issues to the Board of SSW at an early stage to ensure these can be logged via a risk register.
- To enable local opportunities to be raised, and initiatives considered, which will have a positive effect on the profile and participation of snowsports in Wales – including through media and stakeholder engagement.
- To provide the core membership with the ability to feed into the strategic approach of SSW, contributing to the strategic plan and being a champion for the plan's objectives.
- To identify opportunities for funding, and to look at regional cross collaboration to support the aims and objectives of SSW.
- To build relationships with local stakeholders, including local authorities and schools, to identify opportunities to progress the sport on a regional footprint.

Organisation

- The Regional Forums will meet or a regular basis (minimum 3 per year).
- Meetings will be chaired by the Regional Board Directors (RBD).
- The agenda will be provided by the RBD – but in partnership with SSW. Core membership will be asked to actively consider and suggest agenda items.
- The RBD will report back to the full board of SSW at the following board meeting, providing an outline of key discussion points and actions, in addition to regional risks and opportunities.
- The SSW Chief Executive will aim to be present at all meetings and will provide a CE update.
- Where possible the meetings will be supported by SSW in terms of note taking and an action list.
- The forum will provide an annual report to the board, compiled by the RBD.
- The forum may wish to consider developing a work programme, to include standing agenda items and potential guests to invite to meetings.

Membership

- The meetings will be open to all interested parties but will retain a core membership comprising of:
    - Club representatives
    - Facilities operators
    - Snowsport Wales.
- Each forum will provide a full core membership list to SSW on an annual basis.

- The Regional Board Director will request that the core membership highlights the details of each meeting to its network of contacts / members to allow them to join as observers, with the ability to ask questions under the chair's discretion.
- Guests will be invited to join the meeting where relevant – for example, Sport Wales to discuss funding opportunities.

May 2021