



Draft Terms of Reference for Active Cities Galway Working Group

The purpose of the **Active Cities Galway Working Group 2023** is to assist in the role out of the Active Cities project in Galway City.

The group will link with Galway City Council and other stakeholders to deliver on the Active Cities project with the aim of attaining the international Active Cities accreditations as well as overseeing the work programme for Active Cities project.

1. Working/Task group is hereby established to be known as **Active Cities Galway Working Group 2023**.
2. The following constitutes the terms of reference of **Active Cities Galway Working Group 2023**.
3. In these terms of reference **ACGWG** refers to **Active Cities Galway Working Group**.

Membership

4. Membership of the **ACGWG** will comprise the following organisations / individuals:

List membership organisations / individuals

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

5. The membership of the committee shall be restricted to two representatives per organisation/sector.

Meetings

6. **ACGWG** will meet not later than _____ 2023.
7. **ACGWG** should meet at least 3 times a year.
8. The venue for each meeting will be decided by the group and will, in as far as possible, be reflective of the membership of the committee.



Meeting can be held virtually or in-person or a combination of both.

Chair

9. The Chair of the group will be a nominee of the Steering Group of Galway Sports Partnership. The Chair will be responsible for reporting back to the GSP Steering Group.

Records

10. A record of each meeting will be kept by a designated note-taker. It is the note takers responsibility to record the work and decisions of the working group and disseminate them to the full **GSPSG**.

Purpose

11. The purpose of the **ACGWG** is to oversee and contribute to the Active Cities Galway programme. The group will report to the GSPSG at each of **GSPSG** meeting or when requested by the Chairperson or a majority of the Steering Group.

12. In pursuing of this purpose **ACGWG** will ensure that:

- Duplication of resources is minimised
- There is a coherent approach to the work
- Best value for money practices are implemented
- The Active Cities Logic model is adhered to
- They work closely with relevant external stakeholders

13. Amendments to these Terms of Reference may **only** be made with the agreement of the **GSPSG**.

Time-scale

14. The **ACGWG** will be in existence for a 12 month period at which point its work will be examined and a new terms of reference agreed.

Proposer: _____

Secunder: _____