



Draft Terms of Reference for Governance Working Group

The purpose of **the Governance Working Group 2023** is to examine the governance of Galway Sports Partnership and the overall membership of the Steering Group to ensure efficiency and greater productivity, while operating maintaining good governance practices.

1. Working/Task group is hereby established to be known as **Governance Working Group 2023**
2. The following constitutes the terms of reference of **Governance Working Group 2023**
3. In these terms of reference **GWG23** refers to **Governance Working Group 2023**

Membership

4. Membership of the **GWG23** 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. **GWG23** will meet not later than _____ 2023.
7. **GWG23** 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 **GWG23** 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 **GWG23** will ensure that:

- Duplication of resources is minimised
- There is a coherent approach to the work
- Best value for money practices are implemented

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

Time-scale

14. The **GWG23** will be remain in existence for a 12-month period at which point its work will be examined and a new terms of reference agreed.

Proposer: _____

Secoder: _____