

The Irish Squash Interprovincial Forum

Terms of Reference

Date 8th March 2024

Version History

Version	Date	Author	Changes
Draft 0.1	29/01/2024	Scott Graham	Initial draft
Draft 0.2	05/02/2024	Provincial Associations	Amending initial version
Draft 0.3	07/02/2024	Rosie Barry, Christine Mooney, John Dineen, Derek McGrath	Various changes to version from Provincial Associations
Draft 0.4	08/03/2024	Provincial Associations, Rosie Barry, Christine Mooney, John Dineen, Derek McGrath, Scott Graham	Final changes following agreement on draft terms.
Board Approved:			
Next Review Date:			

The Interprovincial Forum (IPF) is proposed to be established by the Board of Irish Squash as part of the implementation of the Irish Squash Strategic Plan, 'Connecting the Dots' launched in early 2022. Under Pillar 1, Strategic Governance, an Organisational Structure Working Group was set up in 2022. This Group held a number of workshops and has consulted widely with all stakeholders. In consultation with the Provincial Associations it has been agreed to set up the IPF. This draft Terms of Reference is being negotiated with a view to implementing it once the IPF is set up.

Role

The role of the Interprovincial Forum is to facilitate regular and constructive dialogue jointly between Irish Squash board members, the Provincial Associations and Irish Squash management.

The IPF shall aid in facilitating the consistent implementation of the Irish Squash strategy and yearly operational plans in the four provinces, provide consistent communication between the provinces and the Board of Irish Squash, and offer an opportunity for representatives of the Provincial Associations to raise matters for consideration by the Board and between the provinces.

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In addition, the IPF offers a consultative forum for the Board of Irish Squash, the Executive, and Provincial representatives thereby achieving accountability among stakeholders, board directors and management.

This is to ensure the Provincial Associations (and thereby the Clubs & Provincial Members) are provided with the opportunity to engage in regular meaningful consultation on strategic, major operational and funding issues. The purpose is to achieve accountability and transparency among all stakeholders of Squash in Ireland.

Membership

The IPF shall comprise the following:

- The CEO (Chairperson)
- The President Irish Squash
- The Honorary Treasurer Irish Squash
- The Presidents of each of the four Provincial Associations
- A member of each of the four Provincial Associations nominated by the President of the respective Provincial Association of Irish Squash

Only members of the IPF and a minute taker have the right to attend IPF meetings. However, the Chair, with the consent of the IPF, has the authority to invite other individuals such as the Company Secretary, a member of the Executive or Board, or external advisers including finance or other specialists, as and when deemed appropriate or as the business of the IPF requires.

Tasks

The Interprovincial Forum shall:

- a) The Board and Management of Irish Squash will use reasonable endeavours to consult with the forum on strategic, major operational and funding issues, however the Provincial Associations fully acknowledge that the Board of Irish Squash is the ultimate decision making forum within Irish Squash
- b) Support the CEO and Executive Team with the operational delivery of the Irish Squash strategic and yearly operational plan across the island of Ireland
- c) Receive financial and operational updates from each of the four Provincial Associations
- d) Receive financial and operational updates from Irish Squash
- e) Consider strategies to address issues of concern and guide initiatives at provincial, club and grassroots levels
- f) Make recommendations to the Board of Irish Squash as to the primary roles and responsibilities of the Provincial Associations
- g) Ensure consistent implementation of the Irish Squash strategy within the four Provinces

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- h) Review and address challenges relating to Interprovincial and Provincial Tournaments, Provincial squads and Player Pathways.
- i) Ensure there is alignment of operational delivery, policies and procedures between the four Provinces and Irish Squash.
- j) Make recommendations to the Board of Irish Squash regarding policies, strategies and operational initiatives.
- k) Consider the most effective ways to fund activities and initiatives at the Provincial level, including applications for funding through Irish Squash or external sources.

Modus Operandi

- a) The IPF shall convene at least three times per year. The timing of meetings can be agreed upon by members of the IPF to coincide with the annual planning cycle and the development of the operational plan.
- b) IPF Meetings may take place in person or virtually.
- c) The CEO shall Chair the IPF (and in the absence of the CEO the chair will be passed to the President of Irish Squash or nominated delegate from the Board).
- d) The Chair shall provide an agenda and relevant paperwork 5 working days in advance of meetings, taking into consideration matters suggested for consideration by members of the IPF.
- e) Minutes shall be taken of all its meetings by the Chair or by an employee of Irish Squash determined by the Chair.
- f) Minutes will be circulated within 7 days of the last meeting.
- g) A quorum shall be 6 members of the IPF, including a minimum of one Director/Committee Member of each Provincial Association and one member of the Board of Irish Squash.
- h) Recommendations to the board of Irish Squash can be made collectively by consensus (agreement of most of the participants with minority objections as a result of discussion).
- i) Where appropriate, meetings between the CEO and representatives of the Provincial Associations may be scheduled outside of the IPF. It is noted that regular and open dialogue is required.