Meath Local Sports Partnership
Governance Sub-committee

Terms of Reference

Revision History

Version	***Revision Date***	***Revised by***	***Section Revised***
V1.0	27.11.2023	Governance Sub-committee	Entire Document
V2.0	11.07.2024	Governance Sub-committee	Entire Document Changes in Appendix 1
V3.0	06.11.2025	Governance Sub Committee	Entire Document

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Governance Sub Committee

Terms of Reference

Role

1. The role of the Governance Committee is to advise the Board of Meath LSP ("the Board") on governance issues, ensuring implementation and adherence to the Sport Ireland Governance Code, the Company's Constitution, the Company's Act and to lead the process for Board Director nominations, appointments and succession planning.

Specific Responsibilities

2. the Committee will advise the Board on implementing good governance practices including without limitation:
   - (a) maintaining oversight of such policies, codes and procedures as are necessary and appropriate for Meath Local Sports Partnership for approval by the Board.
   - (b) To provide assurance to the Board that Meath LSP operates in compliance with all relevant legal, regulatory, and governance standards, including those set by Sport Ireland
   - (c) to oversee internal/external Governance audits and monitor implementation of findings.
   - (d) Review the structure, size and composition of the Board and make recommendations to the Board regarding any changes.
   - (e) Lead the process for appointments, identify and recommend suitable candidates based on merit and objective criteria for the approval of Board vacancies as and when they arise.
   - (f) to review and keep all governance matters up to date
   - (g) To oversee the periodic self-evaluation of the Board's performance and effectiveness, and recommend any improvements.

3. **Composition/Appointment**

The committee will have a minimum of three members and a maximum of five. The committee will be comprised of:

- 3.1 Members of the board appointed to the governance committee.
- 3.2 The Board will select a Board Director as Chair for this Committee with appropriate governance expertise.
- 3.3 The CEO of Meath LSP, or another staff member assigned by the CEO
- 3.4 Coopted members approved by the board
- 3.5 Additional persons can be invited to attend any committee meeting as required by the chairperson of the committee including, but not limited to, any third party with expertise that may be required. Such individuals will attend committee meetings by invitation only and are not members of the committee.

4. **Term**

   4.1 The term for any member of the committee will be two years as minimum and the Board shall ensure that the Committee is re- established as soon as possible after the Company's AGM.

5. Meetings

   5.1 The committee will meet four times each year, or with such greater frequency as may be determined by the chairperson of the committee.

   5.2 Meetings may be held either in person or online.

   5.3 The Committee shall maintain a written record of all meetings and decisions and such record shall be made available to the Board as requested.

   5.4 The Committee will send a written update to the Board prior to each board meeting.

   5.5 The Board's Annual Report will include a section outlining the role of the Committee and the actions taken to fulfil its function throughout the year.

6. These Terms of Reference will be reviewed by the committee annually.
7.
8. The Committee's role is advisory rather than supervisory in nature.

9. ENDS