

Scottish Cycling Commissaire Commission: Terms of Reference

1.0 Purpose

- 1.1 Scottish Cycling Commissions are specific groups for key areas, set up to provide a national advisory and support platform with the purpose of working with Scottish Cycling to develop officials in Scotland.
- 1.2 The key roles for the Scottish Cycling Commissaire Commission include:
 - Supporting and advising on the recruitment, retention, development and CPD for event officials
 - Supporting and advising on the official's appointment process; ensuring a clear and transparent process is implemented and understood by all

2.0 Membership

- 2.1 The membership of the Commissaire Commission shall include:
 - Between five and ten commissaires from the Scottish Cycling community
 - Scottish Cycling Workforce Officer
 - Either Scottish Cycling Events Manager or Head of Development & Participation
 - Scottish Cycling Events Administrator, or other staff member (minute taker)
- 2.2 A Chair of the Commissaire Commission will be nominated from within the commissaire representatives after appointment to the group. The Chair will serve a maximum term of three years as Chair. This does not affect their term on the commission.
- 2.3 The Chair also shall sit on the Scottish Cycling Sport Commission
- 2.4 The membership should reflect the Scottish Cycling community, from grassroots to performance, encompassing different regions and disciplines. All members should be active commissaires.
- 2.5 All members of the Commission must be British Cycling members.
- 2.6 Membership terms shall be for three years, although terms shall be offered for one, two or three years in 2023 (the first year of recruitment) in order to stagger end dates for commission members. Members can serve a maximum of three consecutive terms of three years.
- 2.7 Where a Chair of the Scottish Cycling Commissaire Commission or a Scottish Cycling member of staff resigns from their post, they shall be replaced on the Commissaire Commission by their direct role replacement. Representatives from the cycling community may either be replaced immediately on resignation, or that role left vacant for the remainder of their term.
- 2.8 Recruitment for each group is via the completion of an Expression of Interest form, to be considered by a selection panel consisting of the Chair of the Sport Commission, the Scottish Cycling Events Manager and another nominated member of the commission.

3.0 Meetings

- 3.1 Meetings will be held at least bi-annually, although more frequently may be required, dependent on needs.
- 3.2 Quorum for meetings shall be at least 50% of members, excluding Scottish Cycling staff.
- 3.3 The agenda for each meeting shall be shared with group members at least one week in advance of each meeting.
- 3.4 A member of Scottish Cycling staff will be responsible for the minute taking and these will be published on the Scottish Cycling website, following approval of the minutes by the commission.
- 3.5 Guests may be invited to attend meetings, for example to present to the group, as an observer or to provide specialist information. The commission shall be informed on publication of the agenda.

4.0 Responsibilities

- 4.1 Members will be expected to;
 - engage fully in collective consideration of the discussions, taking account of the full range of relevant factors, including any guidance available
 - have a strong commitment to Scottish Cycling, knowledge and experience of operations and be constructive within the context of a formal strategy / corporate plan
- 4.2 All members of the Scottish Cycling Commissaire Commission must adhere to the Scottish Cycling [Code of Conduct](#). Any unacceptable behaviour at meetings or whilst in attendance at Scottish Cycling events will not be tolerated and any members displaying this type of behaviour may be removed from the Commission or referred for disciplinary action.
- 4.3 In the event that differences between Commission members cannot be resolved through mutual agreement, the issue will be taken to the Scottish Cycling Board for arbitration.

5.0 Expenses

- 5.1 Members are entitled to claim reasonable travel expenses for attending meetings in line with Scottish Cycling expenses policy.

6.0 Review

- 6.1 This document will be reviewed every three years.