

Scottish Cycling Foundation Trustee Terms of Reference

Scottish Cycling Foundation

The Scottish Cycling Foundation (SCF) is the official charity of Scottish Cycling, registered with OSCR, the Scottish Charity Register.

The objects of the charity are the advancement of participation in cycling sports in Scotland through the provision of education, facilities, assistance, and financial grants whilst protecting and enhancing the natural environments in which cycling and mountain biking occur.

The SCF acts as an umbrella organization for several smaller funds, which support specific causes such as mental health, trail development or allowing young riders to fulfil their potential.

SCF will itself, and with Scottish Cycling and Developing Mountain Biking in Scotland, develop, provide, and encourage:

- a programme of fundraising events and activities and donation schemes to generate funds for the charity and raise awareness of its objects
- innovative, sustainable, and targeted participation programme and activities aimed at those who would benefit the most from cycling and mountain biking
- accreditation and education for coaching, leadership, trail building, trail stewardship and the role of competition officials
- a grants programme to provide an appropriate package of support for people to address barriers around finance, equipment, supervision, and transport
- support to those in need because of age, gender, disability, financial hardship, or other disadvantages
- learning and development opportunities for leadership in the sport, be that athletes, coaches, support personnel, club and association volunteers, commissaires, or trail builders
- the improvement and development of cycling facilities that enhance and support cycling as a sport whilst protecting and enhancing the natural environment.

Scottish Cycling Foundation Trustee Role (Voluntary)

- Act as an ambassador for the charity.
- To provide advice and views on matters relating to SCF
- Seek, in good faith, to ensure that the charity operates in a manner that is consistent with its objects or purposes.
- Act with the care and diligence that it is reasonable to expect of a person managing another person's affairs.
- Plan for the continuous development of SCF, including long-term vision and strategy.
- Disclose any potential conflict of interest.

The overriding goal of the SCF is to raise funds to progress cycle sport and cyclists in Scotland, be that by enhancing current initiatives or removing barriers to participation.

SCF will develop and deliver a programme of fundraising events and activities to generate funds and raise awareness of its positive impact.

Composition of the Scottish Cycling Foundation Trustees

The maximum number of charity trustees is 12, of which:

- Up to three charity trustees are appointed by Scottish Cycling
- Up to nine charity trustees are Independent Trustees appointed by the current Trustees with consultation with the chair/and or the CEO of Scottish Cycling.
- The minimum number of charity trustees is three.

The initial term for a Trustee is three years. All Trustees can serve a maximum of four terms of three years. In the case of Appointed Trustees subsequent terms will be with the agreement of the Trustee and the board of Scottish Cycling.

Employees of Scottish Cycling may be invited to attend Trustee meetings on a permanent or ad hoc basis.

Meetings

SCF Trustees will meet at least quarterly at a mutually agreed time. Meetings may take place in person, via tele-conference or another electronic medium.

Additional meetings may be called to focus on a particular topic.

A quorum for a meeting shall be 50%.

Minutes of each meeting shall be recorded and circulated to members.

Expenses

Out of pocket expenses, such as travel expenses to attend meetings, will be reimbursed according to the SCF Expense Policy.