

Control Sheet

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Author	Governance Steering Group
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Change Control		
Version Number	Revision	Date
1.0	Draft following Governance Steering Group's initial thoughts	07/02/2025
1.1	Final Version following RDA Board approval	26/03/2025

Activities Advisory Board Terms of Reference

RDA UK

Purpose:	To support RDA UK to maintain appropriate controls on quality and standards of RDA services delivered by Member Groups across the UK, ensuring that RDA maintains a reputation for high quality services to participants and volunteers.
Advisory Board Chair	RDA UK Chief Executive (the RDA UK Chief Operating Officer will deputise as Chair of the Advisory Board for the Chief Executive when required).
Membership	<p>General Advisory Board membership principles</p> <ul style="list-style-type: none"> • Members of the Advisory Boards will serve 3-year terms of appointment which can be renewed 3 times (total service of 9 years). Following the completion of a 9 year term, after 3 further years a volunteer may return to a role previously held. (Note: election of members covered at section 6 below). • Meetings of the Advisory Boards will be considered quorate if 6 of the members are in attendance. • Members of the Advisory Boards cannot be current RDA UK Trustees or staff. <p>Advisory Board Membership</p> <ul style="list-style-type: none"> • Members representing: Participants, Volunteers, Safeguarding, Education, EDI, Sustainability, Mental Health, Coaching, Equine Welfare, Physiotherapy (3 year terms, up to 3 terms). • Regional Chair attendance: one RC representative attends each Board for a 12-month term with the purpose of providing a communication link between the Advisory Board and the Regional Chair's Committee and supporting the Advisory Committee in understanding the impact of its advice on RDA Groups. • RDA UK staff attending as required, based on specific meeting content.

Responsibilities	<ul style="list-style-type: none"> • Consider and advise on RDA Member Group quality and standards. • Advise on mandatory (and advisory) rules set by RDA UK that are required of all member Groups, providing such advice to the Board, Regional Chairs Committee, and RDA UK staff (depending on the issue raised). • Advise on the balance of essential mandatory rules to ensure consistent standards across the federation, and the need to recognise and support the diversity of member Groups. • Advise on the proportionality and practicality of revisions and additions to the rules and expectations applied across member Groups. • Provide advice on any revisions to the membership agreement, prior to such revisions being made by the RDA UK Board. • Provide expertise on key areas of quality and standards requirements relating to RDA Member Groups, including (but not limited to): participant needs and expectations, volunteer needs and expectations, best practice safeguarding, EDI, sustainability, and coaching practices.
Powers	<p>There are no decision-making powers designated for the advisory board. The board is to advise RDA UK on matters outlined in its purposes. In some circumstances members will be asked to undertake organising responsibilities outside of the formal meetings.</p>
Proceedings and Reporting	<p>Advisory Boards will meet twice a year, with further meetings if requested by the RDA UK Board, Chief Executive or Regional Chairs Committee. Meetings will be held online, and secretariat functions will be provided by RDA UK staff.</p>
Approval and Review	<p>The approval, review and amendment of this document is reserved for the RDA UK Board of Trustees, in consultation with the current advisory board members.</p>