

**Snowsport England**  
**YDC COMMITTEE**  
**Roles and Responsibilities 2018**

Chair <a href="#">Dominic McGonigal</a>	<ul style="list-style-type: none"> <li>To chair the meetings</li> <li>To act as the YDC link to BSS</li> <li>To attend Board meetings as required by the Board</li> <li>To provide overall lead on strategy for all YDC events to ensure the committee moves forward and delivers what is needed.</li> <li>Reporting to the board</li> <li>All meetings to be 10 -15 days before SSE Board if possible and report added to agenda</li> <li>To formulate and circulate an agenda prior to each meeting</li> </ul>
Secretary <a href="#">Alan Edwards</a>	<ul style="list-style-type: none"> <li>To ensure that all meetings are minuted</li> <li>To ensure that minutes are approved by the committee and sent to the SSE board within 21 days of the meeting</li> </ul>
Finance <a href="#">Bryan Thomas</a>	<ul style="list-style-type: none"> <li>To assist with the preparation of the YDC budgets for approval by the SSE board (by the end of October each year)</li> <li>To monitor the approval and control of income and expenditure</li> <li>To prepare management reports on income and expenditure for the YDC Committee</li> </ul>
ESSKiA representative <a href="#">Sarah Campbell Woodward</a>	<ul style="list-style-type: none"> <li>To liaise between SSE and ESSKiA on all YDC matters</li> <li>To communicate on all YDC actions and events to ESSKiA school members</li> </ul>
NSSA representative <a href="#">Phil Brown</a>	<ul style="list-style-type: none"> <li>To liaise between SSE and NSSA on all YDC matters</li> <li>To communicate on all YDC actions and events to NSSA school members</li> <li></li> </ul>
Chris Stroud <a href="#">STP representative</a>	<ul style="list-style-type: none"> <li>To report to and from STP and YDC on all meeting and liaise as is required</li> <li></li> </ul>
Meetings coordinator <a href="#">Taryn Archbold</a>	<ul style="list-style-type: none"> <li>To manage and coordinate all YDC meetings</li> <li>To organise the most convenient dates and locations for committee members</li> </ul>
SSE Campaign coordinator <a href="#">Luke Williams</a>	<ul style="list-style-type: none"> <li>To act as the leader on campaigns and events agreed to be held by SSE</li> <li>To coordinate attendance data on all campaigns and events</li> </ul>

These roles are not full members of the committee but attend as needed and/or to represent other bodies.

Additional Role	New member sort by the committee
<a href="#">TBC</a>	
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SSE Office Representatives	<ul style="list-style-type: none"> <li>Link with SSE communications <a href="#">Gareth Vogan/ Wil Watkiss</a></li> <li></li> <li>Link with SSE commercialisation <a href="#">Victoria Crampton</a></li> </ul>

## **Outline Terms of Reference**

- To increase participation in Snowsports for Schools, Universities and young people
- To seek and encourage Schools and University SSE membership
- To organise, promote and administer YDC events
- To develop participation in these events
- To liaise with Regions and Clubs as needed for the running of their events
- To set and manage the YDC budget
- To recruit and allocate officials and other volunteers to events
- All members must be signed up to the SSE Code of Conduct

### **Support required from SSE Office**

- Communications support
- Regular quarterly reporting of the YDC accounts against budget

BPT/SSE/Sept/2018