

## **Introduction**

The Scottish Adventure Activity Forum provides opportunities for the exchange and sharing of information and views relating to the Adventure and Outdoor activity sector in Scotland. It aims to embrace the widest possible range of providers and interested parties by drawing its members from a diverse spectrum.

### Terms of Reference of the Scottish Adventure Activity Forum

#### 1. Primary Role

i) To act as a conduit for active dialogue for the outdoor, adventure and activity sector in Scotland, providing for an exchange of views and experience for all of the stakeholders (including officials of local authorities, companies, charities and other training bodies, staff, National Governing Bodies (NGBs) and voluntary bodies)

ii) To provide advice to the Scottish Government, the Health and Safety Executive (HSE), and other agencies, on issues in the adventure activities sector.

iii) To consider the relevant implications of legislation, guidance and regulation as it affects the sector.

iv) To liaise with and provide Scottish contribution to UK advisory bodies and assist in the implementation of any conclusions in Scotland as relevant.

2. Campaigning: SAAF will normally respond to relevant consultation material, and may publicise its advice and its responses. SAAF may also support active campaigns where appropriate and led by relevant bodies, but may as a Forum act as a campaigning front on an industry wide basis.

### The Membership of SAAF

3. Members: SAAF consists of not more than 16 Members appointed individually by the Membership Sub Group. *Membership is on a voluntary basis and no fees or expenses are payable for attendance at regular meetings. Refer to the SAAF Expenses Policy for guidance on when members can be compensated for funded project work co-ordinated by SAAF.*

4. Notwithstanding their role(s) in any other organisation(s), Members are appointed in a personal capacity, on the basis of applications made in accordance with clause 7 and having regard to the criteria set out in clauses 7 and 15. Members may not be represented at meetings by alternates.

5. Members are expected to bring to bear on the work of SAAF their own experience, knowledge, and judgement, but at the same time they are understood as coming from broadly defined areas of experience and knowledge with which they are expected to keep in touch, and of whose concerns and interests they are expected to be aware.

6. A Member who is absent without engagement from three consecutive meetings of SAAF (without good reason approved by the Chair) shall be deemed to have resigned.

7. Criteria for Membership: Members shall be appointed having regard to the following criteria [see also clause 15] –

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- personal adventure activity experience, expertise and currency;
- adventure activity provider type and expertise (e.g. commercial centres, sole providers, local authorities, schools, youth organisations, voluntary organisations and charities and clubs);
- adventure activity user & consumer type and experience (e.g. local authorities as users, schools as users, teachers, voluntary & youth organisations, charities and leaders; Church organisations, parents groups etc.);
- relevant 'sport governing body' (or NGB) expertise and experience (e.g. of NGB qualifications and applicability);
- managerial and staff knowledge, experience and competence (e.g. in the direct provision of adventure activities, in childcare, in leadership, in staff welfare/health & safety, in training);
- relevant tourism industry expertise and experience (e.g. Tourist Boards and cognate organisations);
  - Engagement with other boards

8. The SAAF Chair & Vice-Chair: The Chair of SAAF shall be elected or re-elected (for a maximum period of 6 years) on an annual basis by the Members. SAAF may choose to elect a Vice-Chair on the same basis. There is no automatic expectation that the Vice-Chair should succeed the Chair although this may be the case.

9. Invited Persons: SAAF may invite such persons as it thinks appropriate to attend the whole or part of one or more of its meetings to speak on specified matters.

10. SAAF may invite such persons as it thinks fit primarily to work on specific topics, or working groups in order to progress its work. An invitation shall last for no longer than one year or the duration of the specific purpose/task/work to which that co-option relates.

11. SAAF will engage with stakeholders through a number of mediums, identifying the most appropriate way to engage for the topic concerned.

### Appointment of SAAF Members

12. The Membership Sub Group will be a working group of SAAF Members that will include an office bearer. It's purpose is to appoint, and to oversee the process of the appointment of, the Members of the SAAF.

13. All full appointments to the membership of the SAAF shall be made by the Membership Sub Group in accordance with this constitution after public advertisement of the vacancy or vacancies. The industry's own publications and collective bodies shall also be used to seek applications for membership.

14. The Membership Sub Group shall communicate when necessary to review applications for membership of SAAF.

15. Criteria: In addition to having regard to the criteria set out in clause 7, the Membership Sub Group shall take fully into account the need for a proper balance in the membership of SAAF, which considers equality and sector diversity.

16. Meetings: SAAF shall meet not less than three times a year.

17. Working Groups: SAAF may establish such working groups with such terms of reference as it deems appropriate. The chair of all working groups shall be appointed by and from SAAF, but the membership of working groups is not otherwise limited by this constitution.

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18. All working groups shall be required to submit a report on work in progress [which may be a 'nil' report] to every meeting of the SAAF.

19. Quorum: The quorum at meetings of SAAF [without which decisions may not be taken] shall be a number not less than one third of the total number of currently serving Members, not less than 3 people.

20. The Terms of Reference: The adoption and modification of this terms of reference shall be by an affirmative vote of not less than half of the total number of currently serving Members plus 1.

(End)