

<b>Committee Name:</b>	<b>Development &amp; Wellbeing</b>
<b>Level (Hierarchy)</b>	Two
<b>Role:</b>	<p>To support and promote the development of skills within the membership</p> <p>To support the health and wellbeing of members and those associated with SAYFC</p> <p>To develop the policies and training to safeguard members and the association</p>
<b>Tasks include:</b>	<p><b>Support the ongoing personal development and training of volunteers at all levels.</b></p> <ul style="list-style-type: none"> <li>• Developing and facilitate personal development and training opportunities by organising, and where appropriate delivering training at national, regional, district and club levels.</li> <li>• Conduct an annual review of SAYFC policies and procedures, including the amendment of existing policies and the development of new policies as required, including: <ul style="list-style-type: none"> <li>○ Putting policies into practice to ensure SAYFC is a safe, inclusive environment for members</li> <li>○ Ensuring an equal opportunities policy and action plan to promote equality and diversity throughout the full association</li> </ul> </li> <li>• Coordinate office bearer training, including: <ul style="list-style-type: none"> <li>○ The design, organisation and delivery of annual regional office bearer training programmes.</li> <li>○ The delivery of office bearer training at district level upon request.</li> </ul> </li> </ul> <p><b>Promote and support the wellbeing of SAYFC members.</b></p> <ul style="list-style-type: none"> <li>• Develop and implement strategies to advance the ‘Are Ewe Okay’ and ‘Respect’ campaigns: and other wellbeing support for SAYFC members</li> <li>• Run the Respect Ambassador Programme</li> </ul>
<b>Committee Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Gather views and discuss issues pertinent to your region.</li> <li>2. Attend committee meetings and ensure that your regions views are heard and listened to by all the members of the committee. When unable to attend, ensure apologies are submitted in a timely manner and any comments relevant to the meeting submitted to Chair or staff member</li> <li>3. To hold the committee to account for the actions that they take to deliver the actions agreed by the committee.</li> <li>4. To fulfil any posts to the best of your ability allocated to you by your committee.</li> <li>5. Keep your committee chair and staff member informed on the issues affecting members in your region.</li> <li>6. To share SAYFC messaging on own / Club social media channels.</li> <li>7. Point of contact between National Committee and area you are representing, acting as a voice between the different committee groups.</li> <li>8. To ensure the applicable committee messaging is communicated to the membership beginning with the relevant regional committee at their committee meetings and through WhatsApp groups.</li> <li>9. To aid local districts in ensuring relevant information is being passed on at district meetings.</li> <li>10. To promptly respond to information requests from the Chair or staff member</li> <li>11. To volunteer to support to help deliver projects / events (including delivering of internal training e.g. office bearer training).</li> </ol>

	<p>12. As a member of a National Committee you are a representative of SAYFC and a role model to other members, and should therefore behave appropriately both at SAYFC events and within your social media presence.</p>
<b>Membership:</b>	<p><i>Committee:</i>  Chair  Vice Chair  Past Chair  One representative per Region  Six co-opted members</p> <p><i>Observers:</i>  Any member of the Senior Leadership Team  Guest speakers on specific topics to help cover certain topics</p>
<b>Voting Procedure:</b>	<p>All committee members:</p> <ul style="list-style-type: none"> <li>• At the respective regional assemblies, all incoming and outgoing regional committee members and two members per club are entitled to vote on the one regional Development &amp; Wellbeing Representative.</li> <li>• At the Development &amp; Wellbeing Assembly, the outgoing and incoming committee members have voting rights</li> <li>• Co-options shall be elected at the Development &amp; Wellbeing Assembly</li> <li>• If a Regional Representative is elected as Development &amp; Wellbeing Chair or Development &amp; Wellbeing Vice Chair the space may be replaced by the next ranked member from the voting procedure at the relative Regional Assembly.</li> </ul> <p>If a region does not fulfil any of their regional representative positions, they will be reverted to co-option places to be voted on at the Development &amp; Wellbeing assembly as above.</p> <p><b>Chair:</b>  Elected by members of the Development &amp; Wellbeing Committee, retiring committee / new committee. The Vice Chair is an ex-officio position, they do not need to be re-elected on the committee before being elected as Chair. They must be proposed and seconded during the assembly. Any member of the committee is eligible to stand for the position of Chair.</p> <p><b>Vice Chair:</b>  Elected by members of the Development &amp; Wellbeing Committee, retiring committee / new committee. Must be elected to the committee first, either as Regional representative or co-option. Any member of the committee is eligible to stand for the position of Chair.</p>
<b>Chaired by:</b>	Committee Chair or Vice Chair
<b>Reports to:</b>	Senior Leadership Team
<b>Attendance required:</b>	50% of meetings
<b>Secretary:</b>	Staff appointed by the remuneration committee
<b>Honoraria</b>	The Development & Wellbeing Chair will be granted an optional honorarium of £250 per annum.