

LEISURE COMMISSION TERMS OF REFERENCE

Cycling Ulster is the provincial governing body for cycling in the nine counties of Ulster. It is led by an elected [Executive](#). The Executive may set up commissions, from time to time, to develop different aspects of cycling and help deliver their mission. Commissions are expected to conduct their business as outlined in the [byelaws](#).

All commissions will support Cycling Ulster's mission statement, outlined below, in all their activities and decision making.

Cycling Ulster will support and develop cyclists of all ages, disciplines, and abilities to grow membership and clubs and to advocate for safer cycling, better facilities, and improved infrastructure

The commission will aim to:

- Be a voice for leisure cyclists.
- Advance leisure cycling across the province.
- Enhance and encourage road safety for leisure cyclists.
- Build relationships with leisure clubs and unattached members to increase participation.
- Identify solutions to meet the needs of leisure cyclists.
- Make recommendations and manage projects to support and encourage leisure cycling.

The objectives of the commission are to:

- Liaise with cycling clubs to organise an annual Ulster Leisure Series.
- Provide training to develop skills of leisure cyclists.
- Work with other commissions to advance opportunities for leisure cyclists.
- Provide networking opportunities for members to learn from each other.
- Organise an annual social event.

The Commission agrees to:

- Develop an annual plan of activity which will include appropriate training, and competition where applicable, and submit it to the Executive by 30 November each year.
- Develop an annual budget for the above development plan and submit to the Executive by 30 November each year.
- Ensure the budget demonstrates value for money targeting the greatest number of people.
- Review expenditure against budget each quarter and alert the executive of any changes to actual or forecasted spend.
- Submit financial claims to the treasurer.ulster@cyclingleireland.ie by 25th of each month.
- Submit a monthly update on commission activities to the CU admin support officer (Gemma McNamara gemma.mcnamara@cyclingleireland.ie) by 25th of each month for inclusion in Cycling Ulster's member newsletter.
- Submit a written report to the secretary.ulster@cyclingleireland.ie for inclusion in Cycling Ulster's Annual General Meeting report by the end of September each year.
- Organise one online annual review meeting (either online or in-person) and invite all Cycling Ulster members to attend, to hear about the commission's activities for that year and plans for the year ahead. This should be held before Cycling Ulster's AGM.
- Elect officer positions for the next agreed term, if required, at the annual review meeting.

Meetings

- The commission must have a minimum of six meetings per annum either in person or online.
- The commission's executive rep must be informed of all meetings and should be in attendance where possible.
- The role of the executive rep is to report back to the Executive on commission activities.
- The rep can provide advice to the commission or take queries back to the Executive when necessary.
- The minutes of all meetings must be sent to the secretary.ulster@cyclingleireland.ie and the executive rep.

Membership

- The commission will consist of a maximum of eight officers, and one voting officer from the Executive.
- Membership of the commission is open to all Cycling Ireland members who reside in the Ulster region including unattached members. The commission will try to ensure a gender balance.
- All commission members must renew their Cycling Ireland membership by 1st January each year and provide these details to the commission secretary.
- If a commission member's licence is revoked or cancelled, the commission member will forfeit their position on the commission with immediate effect.
- All commission members must complete an [Access NI safeguarding check](#) upon joining the commission and ensure it is renewed as and when required. Failure to comply will result in the member being temporarily removed from the commission until this is completed.
- Officer positions must include a chair, secretary and treasurer.
- Other positions can include vice-chair, safeguarding officer, marketing/public relations officer etc.
- Members can be co-opted at any stage throughout the year to fill any vacancies.

Commission Contact Details

Details of commission officers and contact details can be found [here](#) at the bottom of the page.