



**TERMS OF REFERENCE
HILLWALKING COMMITTEE**

1. Governance

1. The Hillwalking Committee is a standing sub-committee of Mountaineering Ireland.

2. The Hillwalking Committee objectives are to

- 2.1 Support Mountaineering Ireland in its work to implement its current Strategic Plan as it relates to hillwalking;
- 2.2 Provide advice to the Board of Mountaineering Ireland on any matter relating to hillwalking and the further development of same;
- 2.3 Fulfil the mandate outlined in the Hillwalking Committee Work Plan and
- 2.4 Provide a voice for hillwalking within Mountaineering Ireland and to contribute to the development of future work plans/priorities.

3. Role and Functions of the Hillwalking Committee

- 3.1 Work to implement the Hillwalking Committee Work Plan;
- 3.2 Liaise and collaborate with other Mountaineering Ireland Sub-Committees and external stakeholders;
- 3.3 Report to the Board of Mountaineering Ireland on progress with the core objectives and work plan;
- 3.4 Hillwalking Committee has authority, in accordance with the policies and budgets approved by the Board, to appoint short-term working groups, which may include non-members of the Hillwalking Committee and Mountaineering Ireland;
- 3.5 Communicate with the membership on the work of the Hillwalking Committee, and hillwalking generally; support relevant information sharing with the membership on the overall work of Mountaineering Ireland and
- 3.6 Input to Mountaineering Ireland's policy-making and strategic planning process with a focus on development of hillwalking.

4. Membership

- 4.1 The Hillwalking Committee shall have a maximum of 10 members (including the Chairperson and the Secretary) with members drawn from across the island of Ireland with a variety of backgrounds;
- 4.2 The Hillwalking Committee should include at least three members actively involved in Mountaineering Ireland affiliated clubs;
- 4.3 It is desirable that the Hillwalking Committee would include a MTBI training provider;
- 4.4 Members of the Hillwalking Committee are required to be members of Mountaineering Ireland and to support the aims and objectives of Mountaineering Ireland;
- 4.5 The Chairperson of the Hillwalking Committee will be a Mountaineering Ireland Board member. They will report to the Board on behalf of the Hillwalking Committee;
- 4.6 The Secretary of the Hillwalking Committee will be a Mountaineering Ireland staff member;
- 4.7 Membership of the Hillwalking Committee shall be determined by the Board of Mountaineering Ireland following an invitation to the membership to express interest in the role and to outline their relevant experience and
- 4.8 The term of office for members of the Hillwalking Committee (other than the Secretary) will be three years, with a maximum of two consecutive terms. To create a pattern of succession, one third of the members of the inaugural committee (except the Chairperson) will be appointed for a term of one year only, a further third for a term of two years only, with another third, plus the Chairperson, appointed for a term of three years. The selection of those to be appointed for a one, two or three-year term shall be made by mutual agreement of members or alternatively by the drawing of lots.

5. Expectations of Hillwalking Committee members

Members are expected to:

- 5.1 Participate in Hillwalking Committee meetings (minimum of 75% participation is expected);
- 5.2 Contribute to the work of the committee and discussions via agreed e-communications methods;
- 5.3 Respect confidentiality regarding Hillwalking Committee matters;
- 5.4 Act in the interest of Mountaineering Ireland and
- 5.5 Advise the Hillwalking Committee Secretary if there are issues that require a response from the Hillwalking Committee.

6. What Hillwalking Committee members can expect from Mountaineering Ireland:

- 6.1 The Secretary shall act as a point of contact for Hillwalking Committee members and a conduit for information-sharing on Hillwalking Committee matters and
- 6.2 Members of Hillwalking Committee shall be entitled to out of pocket expenses in line with Mountaineering Ireland's Travel and Subsistence policy.

7. Chairperson

- 7.1 The Chairperson will be a member of the Board of Mountaineering Ireland and appointed by the Board;
- 7.2 The Chairperson shall not serve more than two consecutive three-year terms;
- 7.3 The Chairperson shall ensure that the Hillwalking Committee provides regular reports to the Board of Mountaineering Ireland and
- 7.4 The Chairperson shall lead a yearly review of progress in delivering the Hillwalking Committee Work Plan, to ensure that the sub-committee maintains focus on its objectives.

8. Secretary

The duties of the Secretary will include to:

- 8.1 Arrange a schedule of meetings on an annual basis;
- 8.2 Keep and circulate Minutes of all Hillwalking Committee meetings;
- 8.3 Prepare and distribute meeting papers in advance of scheduled meetings;
- 8.4 Maintain communication with Hillwalking Committee members between meetings, as required to progress the work of the committee;
- 8.5 Ensure that Hillwalking Committee members have contact details for other members of the committee and
- 8.6 Circulate committee Minutes and other relevant documents to the Secretary of other Mountaineering Ireland committees.

9. Hillwalking Committee Meetings

- 9.1 Hillwalking Committee shall have four scheduled meetings each year, and the flexibility to have additional meetings as deemed necessary;
- 9.2 Meetings will be held in Mountaineering Ireland's Irish Sport HQ office, unless otherwise agreed by the Hillwalking Committee members;
- 9.3 From time to time the Hillwalking Committee may invite non-members to contribute to meetings of the Hillwalking Committee and
- 9.4 A quorum at each meeting shall be not less than 50% of the current members.