



## Terms of Reference

### National League (NL) Structured Dialogue Meetings

#### **Mandate**

To provide a regular formal means of communication for consultation and engagement between NL representatives and National League supporter representatives across the three NL divisions.

Supported by suitable NL reps (senior staff and/or board members) with a view of nurturing a better understanding of the NL as an organisation and to provide opportunities for supporter consultation and input on key organisational decisions.

To create an environment of mutual trust and cooperation between all parties.

These meetings stem from commitments made by supporters groups, the football authorities and leagues following Governments Expert Working Group recommendations<sup>1</sup>.

#### **Scope**

The engagement meetings are a forum for all parties to raise points of interest and issues related to individual clubs, the league, competitions and overall structure of the game, initiate and conduct consultation and develop dialogue.

#### **Attendance**

The NL will commit attendance by the Chief Executive Officer and selected board members.

The non-league Network Manager (NM) of Supporters Direct (SD)<sup>2</sup> will attend alongside representative supporters from each league selected by the NM in lieu of an agreed recruitment process.

Other attendees may be included at the discretion of the NL and NM subject to informing the other party ahead of the meeting.

#### **Meeting Chair**

The position of Chair will be on rotation alternating between NL and SD.

#### **Recommendations and Actions**

Recommendations and actions will be agreed upon consensus in the room. Agreed actions will be recorded in the minutes and reported on at the next meeting.

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<sup>1</sup> <https://www.gov.uk/government/publications/government-expert-working-group-on-football-supporter-ownership-and-engagement>

<sup>2</sup> Or soon to be successor organisation following merger with FSF, operational from 1<sup>st</sup> of January 2019



## **Meeting Structure**

Meetings to be held a minimum of twice a year, with a preferred schedule of three meetings at the start, mid-point and end of each season.

Suitable notice to be given of suggested meeting dates to ensure attendees can plan travel in advance.

Rotation of Chair (to include responsibility of agenda compilation and minute taking) to be shared between the NL and SD.

## **Agendas**

Agendas to be compiled and circulated to attendees together with relevant papers in advance of each meeting.

The supporters organisations to source agenda items and take submissions from within their networks.

## **Reports**

- Minute taking to be shared on alternate basis between NL and SD
- Actions to be clearly laid out in minutes
- Minutes to be agreed upon and circulated to members within 10 working days of the meeting taking place
- A summary report of the minutes to be agreed upon and published within 14 working days of the meeting taking place
- Summary report to be published online by NL and SD

## **Amending the Terms of Reference**

The Terms of Reference may be revised by the NL or SD upon consensus of the suggested changes by each part