

SPORTS KEY ADVISORY GROUP (KAG)

TERMS OF REFERENCE – 3RD MAY 2016

Purpose / role of the group

- The group has been established by the University of Gibraltar in May of 2016.
- The purpose of the group is to assist us in making choices regarding programme and short course offerings. We will ask members of the Group to alert us to needs and opportunities regarding formal degree qualifications; professional body qualifications; practical skills and specialist training as well as leadership development offerings
- The group's responsibilities lie in providing first hand advice and support to the decisions associated with the focus, type, duration and availability of offerings.

Membership

- Membership is by invitation only and restricted to professionals actively involved in the Sports sector.
- The period of membership will be for two years.

Accountability

- Individual group members are responsible for reporting back on the activities of the group to the Chair.

Identify

- The group will identify opportunities and needs on annual basis or as required, as and when needs arise.

Working methods / ways of working

- A shared learning approach and feedback method will be followed.
- Sub groups may be convened if necessary.

Meetings

- At least two meetings will be held each year and they will be held at the University.
- The University will organise the meetings and the Chair will prepare agendas and facilitate the meetings.
- Members can suggest agenda items to the Chair.
- Meeting papers will be circulated a week prior to meeting dates, at meetings and as and when required.
- Meetings will follow a structured agenda.
- Non-members may be invited to group meetings if required, for example if specific advice is required on a specialist subject.
- The University will provide secretariat for the group.

Registered Charity No.273

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