

Terms of Reference

1. Name

- i. The Fan Advisory Group shall be called Barnsley FC Fan Advisory Board.

2. Mission/Purpose

- i. The purpose of this group is to ensure and develop transparent communication between the club staff, board and the whole fan base to provide constructive challenge and guidance to Barnsley FC. The group should also represent the interests of fans in support of the clubs strategic goals.
- ii. In participating in the group, members agree to uphold and strive towards the following values:
 - Inclusivity
 - Transparency
 - Open and honest
 - Respectful
 - Sustainable
 - Challenging

3. Objectives

Objectives to include:

- Supporting the club to achieve its strategic goals
- Grow the fan base
- Revenue growth
- Bridge the gap between the club and fans for effective communication
- Represent the Barnsley FC fans
- Sounding board for the club

4. Location

- i. The default meeting place of the group will be Oakwell, unless otherwise agreed prior to a meeting.

5. Membership

- i. The group will be representative of the Barnsley FC fanbase only.
- ii. The group will be no larger than 12 people.
- iii. The group will seek to represent various strands of Barnsley FC fans, to include:
 - Season ticket holder
 - Match ticket buyer
 - Away ticket buyer/traveller
 - Supporters not living locally
 - Disabled supporters

- Youth and Children
- Supporters Trust x 2
- Hospitality/Sponsors
- Inclusive Reds
- Club Representative
- Women and Girls

6. Selection, Term and Recruitment

- i. Members will nominate themselves for the positions they represent set out in 5 iii. Members of the group will then vote for their chosen candidate in each position.
- ii. The initial term will be for two years and this will change to a three year term from 2026 onwards.
- iii. Members will be able to sit for a maximum of three terms.

7. Officers

- i. The officers of the group will be comprised as following at any one point:
X1 Chairperson
X1 Vice-Chairperson
These positions should be held by fans and not club representatives and will be elected by the wider group.

8. Meetings

- i. Meetings will be held monthly.
- ii. Any meeting called should be called with one month notice
- iii. An emergency meeting may be called with shorter notice than the terms set out in 8 (ii) if there is a) A situation that might be regarded as time-sensitive b) There is an agreement of no less than 60% of the group officers, to include the Chair
- iv. Members should strive to attend meetings in-person, but where this is not possible, arrangements should be made for online attendance
- v. Where a member is unable to attend a meeting in any capacity, prior notice should be given the Chairperson
- vi. Where the Chairperson is unable to attend a meeting in any capacity, he/she will give prior notice and delegate the chairing of the meeting to either of the vice-Chairperson
- vii. Where a member, including the Chairperson, has shown repeated inability to attend meetings in any capacity, or has failed to attend three consecutive meetings with neither prior notice nor good reason, they shall risk forfeiting their role in the group, in accordance with the process in section 10
- viii. The club will be invited to attend
- ix. If invited to attend a meeting, the club will send two people on each occasion.

- x. The quorum for any meeting is 8 people and should include the Chair or Vice Chair who have been elected by the group.

9. Voting Rights and Procedures

- i. On matters which require voting, each member of the group shall have one vote
- ii. In cases where there is an equal number of split votes, the Chairperson shall have the casting vote
- iii. In cases where there is an equal number of split votes, but the Chairperson is unable to attend the meeting in any capacity, and has failed to submit a proxy vote, the matter shall remain unresolved until the next meeting and/or next opportunity for the Chairperson to cast a vote
- iv. Voting shall be done openly by name.
- v. Voting shall be in person or via proxy and be counted and recorded in the minutes of the meeting.
- vi. Matters to be voted by 51% for an Ordinary Resolution or 75% for a Special Resolution.
- vii. A member who is unable to attend a meeting, but wishes to vote on a matter, can submit a proxy vote through the Chairperson for the meeting
- viii. If the Chairperson is unable to attend a meeting, but wishes to submit a proxy vote, they shall do so through the vice-Chairperson delegated to Chair the meeting
- ix. In cases where an urgent vote is required, but an emergency meeting cannot/has not been called, members may vote through Written Resolution, following approval by the Chairperson. This excludes voting on the suspension or expulsion of members, as highlighted in 10 (iv)
- x. The platform and method for any Written Resolution should be via email.
- xi. Any vote cast during the suspension of a member under section 10 will proceed without the member being able to exercise his/her voting right

10. Suspension or Expulsion

- i. A member of the group who has shown repeated inability to attend meetings, or has failed to attend three consecutive meeting with neither prior notice nor good reason, will face the possibility of expulsion from the group
- ii. The group may vote to suspend or expel any member whose conduct, in the opinion of the group, renders the member unfit for membership
- iii. No member of the group shall be suspended or expelled without first being given the opportunity to make representations to the group
- iv. 10 (ii) includes conduct by a member outside the remit of their role as part of the group
- v. In the case of suspension or expulsion, the right outlined in 9 (viii) is forfeited, for a written voting system to be undertaken. All such votes must be conducted in person.
- vi. Members facing a vote for suspension or expulsion shall be excluded from the vote regarding their status

- vii. In the case of a vote regarding the suspension or expulsion of the Chairperson where there is a split number of equal votes, the Chairperson shall remain in post
- viii. The terms of any suspension from the group shall be decided by normal voting system, to exclude the member whose status is being suspended. This may be done by Written Resolution, in accordance with 9 (viii) and 9 (ix)
- ix. In the event of the suspension of a member, the group will organise a method of covering any specific duties usually carried out by that member, during their suspensions.
- x. No ability to expel the club from the group but an alternative person can be requested to represent the club should an impasse be reached.

11. Records of meetings and communication

- i. Minutes to be taken and approved at the next meeting.
- ii. Minutes and action points to be shared with the group no more than 2 weeks after the meeting.
- iii. The minutes will be published online on www.barnsleyfc.co.uk post meeting of which they have been agreed, once the chair and the club are in full agreement of the content.

12. Complaints

- i. The group will listen to all complaints from members and the wider fan base. The group will strive to take each complaint seriously and learn from them where appropriate
- ii. All complaints shall be emailed to the Chairperson
- iii. In the case of a complaint directly relating a Chairperson, the complaint should be emailed to the vice-Chairperson
- iv. The group and the club will strive to set up a platform for anonymous complaints
- v. Complaints which have already been investigated will not be re-investigated
- vi. The outcome of a complaint will be emailed to the original complainant
- vii. In the case of an valid anonymous complaint, where possible, the complainant would need to advise how the outcome should be communicated – otherwise this will be dependent on the nature of the complaint.
- viii. Where a complainant is not satisfied with the outcome of the complaint, a request for an appeal is to be emailed to a Chairperson/Vice-Chairperson within five working days of the emailed outcome to the original grievance, stating the reason for dissatisfaction. A designated group member, independent of the original compliant, will act as an arbitrator and conduct the appeal. The arbitrators decision will be binding and conclusive on all parties.

13. Changes to the Terms of Reference

- i. Any change to terms of reference, once ratified, must be done through the voting process
- ii. All members will receive emailed copies of the new terms of reference with immediate effect
- iii. In the event to a change to the terms of reference, the club should be notified immediately and sent a copy of the new terms of reference
- iv. The publicly available copy of the terms of reference will be amended with immediate effect

14. Review

- i. A formal review of the Terms of Reference will take place on an annual basis
- ii. The formal review will consist of a collaboration between the club and the group

Last updated: 08.11.24