

## OSS Business Development Group

### Terms of Reference

#### **1 Context**

OSS has a number of committees and forums which support the operation of the organisation.

##### **- The Executive Committee**

Chaired by OSS Chair, this committee comprises the OSS Chair, secretary, treasurer (vacant), Board Advisor (Keith Oliver) and Chief Executive (David Ferguson). Other advisors are invited from time to time if necessary.

The EC's role is to support the Chief Executive with the day-to-day running of the OSS as well as preparing Board agendas and papers. It has delegated authority from the Board to make key strategic and operational decisions (up to spend of 10k) but will seek Board agreement between meetings if necessary, typically by email.

The following groups report back to the Executive Committee and the Board.

##### **- The Research Advisory Group**

Chaired by Nick Rowe (OSS Head of Research), this group comprises a wide range of academics, and includes the Chief Executive. Its role is to advise the OSS Board and Chief Executive on all research matters, and it is supported by the Research Associates and Assistants.

##### **- The Sport Leaders Group**

This group comprises of a wide variety of people from a range of backgrounds and disciplines engaged in community sport at different levels. It is chaired by an OSS Board member and its role is to provide clear connections to and feedback from the frontline of community sport in Scotland. It helps to identify knowledge gaps, and contribute and shape the OSS work to ensure joined-up thinking and maximise the impact of research, analysis and evidence.

##### **- The Fundraising Committee (*merged into Business Development Group 2021*)**

Up until January 2021 OSS had a Fundraising Committee. In February 2021, the OSS merged this with the Business Leaders Group to create a Business Development Group whose core functions are to develop relations and support across the corporate sector, and to enable the corporate sector to play a greater role in developing the OSS and sport's ability to improve the health and wellbeing of the Scottish population, including workforce health, and contribute to the national and local economies.

## 2 The OSS Business Development Group

The Business Development Group (BDG) will be chaired by Keith Oliver (OSS Advisor). The OSS Trustee representative will be Stuart Armstrong. The other members will be:

- Geoff Aberdein (OSS Chair)
  - David Ferguson (Chief Executive & BDB Secretary)
  - Fanchea Kelly
  - Douglas Smith
  - Malcolm Robertson (tbc)
- *In addition members of the main board may attend as observers.*

## 3 The Business Development Group – Terms of Reference

- I. The BDG reports to the OSS Board. <sup>i</sup>
- II. The OSS Chief Executive will provide secretariat support to BDB. The BDB will meet monthly with key points and actions minuted.
- III. The BDG will meet every two months (meetings to be held no less than seven days prior to next Board meeting) with key points and actions minuted.
- IV. 3 BDG members are required for the meeting to be quorate.
- V. The BDG's principle focus is to proactively engage the corporate and philanthropic sector and seek to ensure the OSS is a major influencer on government policy in the area of sport and recreation to the benefit of the nation's health and wellbeing.
- VI. The members of BDG, like all of OSS' volunteers, are ambassadors for OSS and the Chief Executive will ensure they are provided with the necessary briefings and materials in order to be able to promote OSS.
- VII. From time to time members of the BDG will attend and participate in OSS events.
- VIII. The BDG will work closely with the OSS Chief Executive to ensure the aims of the Group are achieved.
- IX. Developing and shaping the Fundraising Strategy, the BDG will report to and keep the Board sighted on fundraising activity and report on progress made against it, and propose and develop ideas to make the OSS a sustainable organisation.

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<sup>i</sup> In the event of a speedy decision being required, the Executive Committee, using delegated powers, is able to take decisions. Failing that the OSS Chair can seek approval from the Board digitally.