

BRITISH CANOEING AWARDING BODY FIRST AID WORKING GROUP

TERMS OF REFERENCE

1. Introduction

The First Aid Working Group has been established to support the Responsible Officer in their responsibilities for the British Canoeing Awarding Body.

The First Aid Working Group shall operate within the powers delegated to it by the Responsible Officer for British Canoeing Awarding Body and in line with the responsibilities contained within section 3 of these Terms of Reference.

2. Membership

The First Aid Working Group should consist of appropriate members that are deemed as experts and specialists in the field of an associated discipline or subject area that has been identified by the Responsible Officer. Working Group members will be recruited and appointed by the Responsible Officer of the British Canoeing Awarding Body.

The First Aid Working Group Chair will be nominated by the Responsible Officer of the British Canoeing Awarding Body who will have relevant experience to perform this role. In the absence of the Chair, the members may nominate another member who will deputise.

The First Aid Working Group Chair may co-opt additional members to provide specialist skills, knowledge and experience and may procure specialist advice at the expense of the organisation.

First Aid Working Group meetings will normally be recorded through minutes taken by a nominated member of the group.

Roles of the Working Group Members:

Members will be appointed to the First Aid Working Group on the basis of having strengths in the following areas:

- A comprehensive understanding of mainstream education HE/FE experience;
- Knowledge and experience of National Occupational Standards/Professional Standards
- Commitment to British Canoeing's organisational policies and procedures, and ability to work within these policies;
- Willingness to work in line with the Values of British Canoeing.

Chair (nominated by the Responsible Officer of the British Canoeing Awarding Body)	To Chair meetings of the group. To contribute specific input in first aid matters. To provide expert knowledge around National Qualification frameworks and occupational standards, ensuring that British Canoeing processes are applied correctly at all times.
First Aid Occupational Advisors x 2	To contribute specific expertise as identified, advising on occupational standards.
Deployer of staff/volunteers members x 2	To contribute specific expertise as identified, advising on deployment and training matters.
External partner member x 1	To contribute specific expertise as identified, providing external organisation knowledge.
Safety Advisory Panel Member x 1	To provide and contribute to the organisational safety work being developed

3. Responsibilities

The First Aid Working Group shall have delegated powers from the Responsible Officer of British Canoeing Awarding Body to carry out the following responsibilities;

- I. Support the Responsible Officer in providing recommendations for the development of British Canoeing Awarding Body First Aid awards;
- II. Review and report on the developments of any associated projects to the Responsible Officer;
- III. Review changes from external agencies such as the European Resuscitation Council and other associated organisations and use and monitor impacts on British Canoeing Awarding Body's portfolio of First Aid awards;
- IV. Support the Responsible Officer in coordinating and creating uniformity across the British Canoeing Awarding Body portfolio of qualifications and awards whilst recognising the needs of First Aid;
- V. The First Aid Working Group will present their work to the Responsible Officer to check, challenge and scrutinise, to ensure consistency with the strategy, the brief of the specific work endorsed, as well as educational and current research content.

4.Reporting

Minutes of each meeting will be made available to the BCAB Responsible Officer and, where necessary, will provide a report to associated groups.

The First Aid Working Group shall report to the Responsible Officer and make whatever recommendations it deems appropriate on any area within its remit, where action or improvement is needed.

5.Meetings

The appointed First Aid Working Group will meet on a needs basis, dependent on the associated project. The Chair of the appointed First Aid Working Group may convene additional meetings as they deem necessary.

The meetings may be held in person, by teleconference or video conference and individual members may join a physical meeting remotely via teleconference or video conference and be regarded as present at the meeting.

Notices of meetings shall contain information relating to venue, time, date and agenda.

Papers of meetings shall be circulated at least one week before the date of the meeting.

Minutes of the meeting will usually be circulated to the First Aid Working Group and the Responsible Officer within 14 days of the meeting.

6.Quorum

A minimum of three members of the First Aid Working Group must be present for the meeting to be deemed quorate.

7.Resolutions and voting

Recommendations of the First Aid Working Group shall be taken by resolution and recorded in the minutes. Where a consensus cannot be agreed, the Responsible Officer may request a vote on a show of hands, in which case, each Member shall have one vote.

8.Terms of reference and committee effectiveness

The Terms of Reference for the First Aid Working Group and First Aid Working Group effectiveness shall be reviewed at least every year by the Responsible Officer of the British Canoeing Awarding Body.

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