

Oxford United Supporters' Panel

TERMS OF REFERENCE

1. Purpose

The Oxford United Supporters' Panel ("the Panel" also known as "OUSP") exists to ensure regular structured dialogue between Oxford United Football Club ("the Club") and its fanbase to improve both the club and supporters' experience.

2. Context

The Panel is formed from representatives of independent supporters' groups of Oxford United and elected individual supporters in order to facilitate dialogue between the Club and its supporters on matters of mutual interest.

The Panel is a consultative body and as such cannot take decisions which are binding on the club. Where appropriate a poll of the panel's views may be taken to inform debate and assist the club in understanding supporter views.

These Terms of Reference may be altered by a two-thirds majority of the Supporters' Panel.

3. Panel Structure

The Panel consists of up to twelve representatives, one of whom is nominated by the OxVox committee, and up to eleven nominated by supporters. Where more supporter candidates are nominated than there are vacancies an election shall take place.

Candidates for the elected positions are sought from the fanbase to encourage a wide and diverse representation of supporters. Panel representatives have specific remit for certain groups of supporters, which may include but is not limited to:

- Under 25s/Students
- Over 65s/Retired
- Families
- Disabled supporters
- BAME supporters
- LGBTQ+ supporters
- Women
- Supporters in North, East, South stands
- Away trip and geographically distanced supporters

OxVox -nominated representatives are confirmed by their respective groups each year.

Elected panel representatives are rotated on a three year cycle. Representatives may stand for re-election.

Candidates will be nominated and seconded by supporters and will provide a candidate's statement. Elections will be conducted in accordance with the Election Policy, with safeguards in place to prevent multiple voting and other forms of voter abuse.

The Panel may co-opt supporters to the main panel or to sub-committees where specific skills or representations are deemed necessary. It is not expected that more than two members will be co-opted at any one time, however the Panel reserves the right to bring in more as necessary for specific issues.

The Panel may utilise sub-committees for specific issues or projects, to meet as required. Panel representatives are expected to attend all panel meetings and full meetings. It is anticipated that there will be meetings every 4-6 weeks. Failure to attend two successive meetings without strong and valid reasons will result in removal from the panel and the position remaining vacant until the next election.

OUSP is committed to the values of equality, diversity and inclusion and welcomes nominations from all supporters, in line with the policy available on the webpage <https://www.oufc.co.uk/club/supporters-panel/>

4. Panel Elected Roles

The Panel will elect the following positions at the first meeting after 31st July each year:

- Chair
- Vice chair
- Secretary

Panel representatives in elected roles can be removed by a motion supported by a majority of the Panel.

5. Meetings

Panel Meetings are attended by all panel representatives and consider input from the supporter base, any panel sub-committees and the Club, as well as relevant current issues. Panel meetings draft the agenda for full meetings.

Full Meetings are attended by panel representatives and appropriate representatives of the Club. There will be a *minimum* of four full meetings each year.

- All meetings follow an agenda finalised and circulated at least seven days before the meeting. Both panel and club may propose agenda items, the panel Chair and Secretary agreeing the final agenda. Should any supporter or supporter group have an item they wish discussed at a meeting they should inform the panel at least seven days in advance of the panel meeting.
- Minutes are taken at all meetings of recommendations and actions discussed and agreed. Draft minutes are circulated to attendees within three working days of the meeting, with deadline for comments being three working days from that point. Following approval by the meeting's Chair, minutes are published on the OUSP webpage within seven working days of the meeting.
- Meeting dates (including changes to dates) are agreed no less than 21 days in advance, and are published on the OUSP webpage.
- The quorum for any meeting is half plus one of the panel or sub-committee's full membership. For clarity this includes co-opted members.
- The club provides suitable meeting space and refreshments for full meetings. Where feasible the club will provide meeting space for panel meetings, any further hospitality is neither provided nor accepted by panel representatives.
- Meetings may take place in person, by video-conference (e.g. Zoom) or, in exceptional circumstances, by telephone.

6. Confidentiality

A major objective of the Supporters' Panel is to improve the flow of information between the Club and its supporters, and to be open and transparent in its dealings. Nonetheless there are occasions when all or part of a discussion will need to be treated in confidence. The Supporters' Panel accepts that for legal reasons (such as data protection and employment law) the Club will not be able to share certain information. These restrictions will, however, be the exception and not the rule, and the Club will explain clearly (and to the satisfaction of the Supporters' Panel) why information cannot be provided or must be treated in confidence.

- Any matter offered by panel representatives or the Club on a confidential basis will not be disclosed beyond those present at the meeting except where non-disclosure puts an individual or group at risk of significant harm.
- Any comments in the minutes deemed as confidential are included as a "Part Two" section of the minutes and are redacted from the published version of the minutes.
- Individuals should not publish or discuss any details of the meeting before the minutes have been approved by the Chair and published on the webpage, unless specifically allowed for in the minutes, and should not at any time discuss or disclose any "Part Two" minutes outside of the Panel.

7. Finances

The Panel is a channel of communication rather than a fundraising or expenditure centre, and does not therefore require a bank account or to prepare accounts.

No Panel representative may receive any remuneration or benefit in kind as a result of their role on the Panel.

Panel representatives meet their own expenses to attend meetings. This will be kept under review.