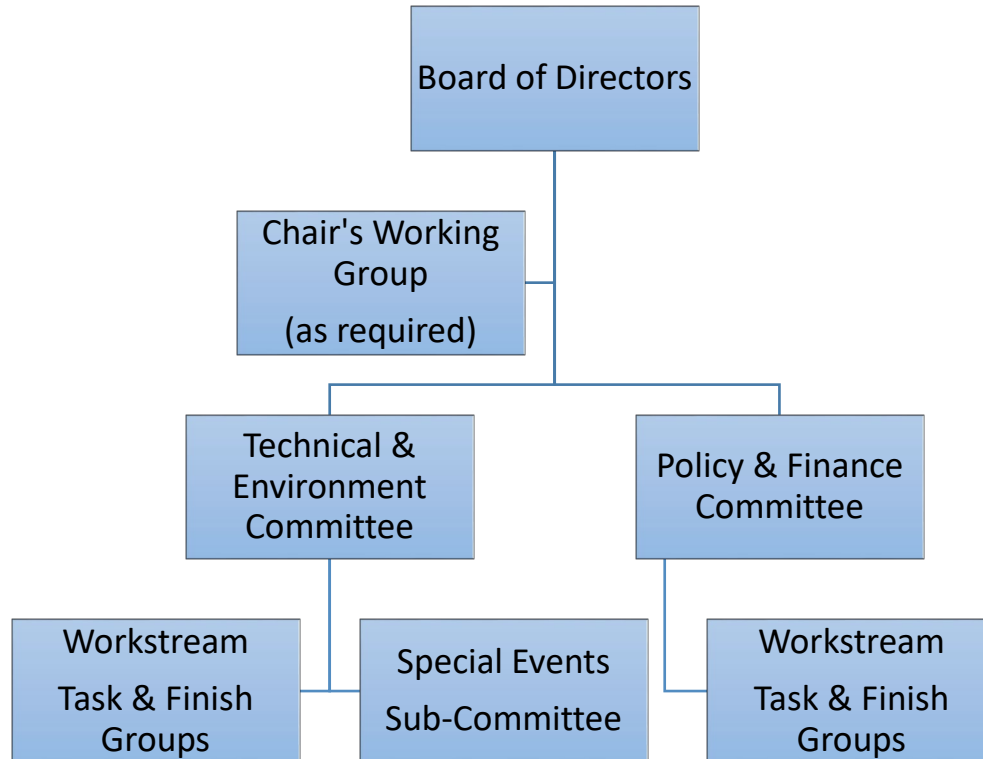




ADA Board & Committees Guide 2020

1. ADA Board & Committee Structure



1.1 ADA Board

ADA's Board of Directors is vested with the full power to manage all of the affairs of the association as dictated by ADA's Constitution. The ADA Board meets three times per year and is composed of the following individuals:

- Directors elected by and representing each of ADA's Branches,
- ADA's Chair,
- ADA's President,
- the chairs of ADA's P&F and T&E Committees,
- a Director appointed by and representing the RFCCs,
- a Director elected by and representing ADA's Local Authority members, and
- a Director appointed by and representing the Environment Agency,
- a co-opted Director without voting rights appointed by Defra.

In addition Vice Presidents are also invited to attend the July Board meeting and others may be invited to attend ADA Board meetings on an ad-hoc basis as business requires and all meetings are supported by members of ADA's staff.

Certain items of business, according to ADA's Memorandum & Articles of Association have to, on an annual basis, be put to an Annual General Meeting (AGM). Typically, this will be combined with a more general conference event for the membership.



Representing Drainage Water Level & Flood Risk Management Authorities

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The remit of the AGM would normally include the following items:

- election of President, Vice Presidents and Chair
- approval of Conference Report
- acceptance of Audited Accounts
- approval of Constitutional Changes
- receive report of the election of members to the Board
- appoint auditor to audit accounts of the Association
- discuss matters of which appropriate notice has been given or are, in the opinion of the Chair, considered necessary or desirable.

1.2 Chair's Working Group

At the request of the Chair, the Board may convene a Chair's working Group to oversee specific matters delegated by the Board.

1.3 ADA Committees

The ADA Board may appoint Committees as it deems necessary in pursuance of ADA's objectives set by the Association's constitution. Currently ADA has two Committees which have an advisory role to the ADA Board on specialist areas and also assist and direct ADA's work on behalf of its members. Each Committee meets 3 or 4 times a year, typically about 1 month before ADA Board meetings. Any work that the Committees consider will be in relation to the aims and goals agreed in ADA's Business Plan.

Details of these Committees are summarised below:

- **Technical and Environment Committee (T&E)** - 13 members (see part 2 for details)
- **Policy and Finance Committee (P&F)** - 13 members (see part 3 for details)

1.4 Appointment of Committee Members and Chairs

ADA's Members will be invited from time-to-time to nominate candidates to become members of ADA's Technical & Environment and Policy & Finance Committees. Committee members will be appointed for 3-year periods.

Candidates will be expected to apply for Committee Membership before a stated deadline. Each candidate will be asked to submit:

- their name,
- their job title or role,
- the name of their affiliated ADA member (e.g. name of IDB, local authority, RFCC, national agency, associate member etc),
- the Committee they seek membership of,
- a short statement of no more than 100 words describing the skills and knowledge they possess that makes them suitable to their chosen Committee,
- a list of professional qualifications, memberships, and/or relevant experience.

After the deadline, the list of candidates will be reviewed, typically by the Chairs of both Committees, ADA's Chair, and Chief Executive. Successful candidates will be chosen depending on the number of places to be filled on the committee, the skills and knowledge each candidate holds in relation to the scope of the respective Committee, and the geographical distribution of existing committee members and candidates.

The choice and appointment of Committee Chairs will be decided and agreed by a simple majority decision of each Committee and this will then be subject to approval by the ADA Board.



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1.5 ADA Special Advisors

To assist with the work of the ADA Board and Committees, a number of Special Advisor roles have been created with the agreement of the Committee Chairs and Chief Executive. The holder of such a will have particular experience, skills and knowledge to offer ADA in the running of its business and activities. The posts and their holders will be reviewed by the Committees every three years. An ADA Special Advisor may be appointed to cover one of the following key areas of expertise;

- Health, Safety & Welfare,
- Policy & Technical,
- Finance,
- Governance,
- Environment,
- RFCC.



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2. ADA Technical & Environment Committee

2.1 Scope

The scope of the Committee, set by ADA's Board of Directors, will be to prioritise, review, and recommend actions and outcomes to ADA officers and Board of Directors on any technical and environmental issues requiring a consistent and national approach across ADA's membership, and in relation to the aims and objectives of ADA's Business Plan.

2.2 Membership

Skills of the Committee's members should match with the scope of the Committee. Committee members must be prepared to take part in 3 or 4 Committee meetings per year and assist with the drafting and writing of briefing notes and reports, help with the preparation of responses to consultations on behalf of ADA's members, and represent ADA members at relevant external meetings.

Members will be appointed for a three year term, but are able to resign from the Committee earlier if they so wish. Members may stand for re-nomination at the end of a three year term up to a maximum number of three consecutive terms. In any given year it is proposed that approximately one third of committee places should be opened to nominations in order to maintain a continuity of the Committee's work.

The Committee Chair will be appointed for a two-year term, and may stand for re-nomination for up to a maximum number of three consecutive terms. The terms of the two Committee Chairs will overlap to avoid changes of chair at the same time.

Members:

- Committee Chair
- 12 representatives from ADA members with desired technical and environmental knowledge
- 1 Environment Agency Area Operations or FCRM Manager
- ADA's Chair

* Committee members will appoint from the membership an Honorary Secretary every 3 years who will assist the ADA Office and Committee Chair with the setting of the Committee's agenda.

In attendance (not members):

- ADA Chief Executive
- ADA Researchers/Special Advisors (as agenda requires)
- 1 Natural England representative

2.3 ADA Special Events Sub-Committee

This sub-committee is convened by ADA's Technical & Environment Committee, only as required, to organize, run or assist with any special event that cannot ordinarily be managed by ADA officers. The membership of the Sub-Committee is dependent on the events being organised but will include:

- Sub-Committee Chair
- Board member representative
- representatives volunteering from the wider ADA membership
- hosts of ADA special events (e.g. IDB hosting an ADA Demonstration).

The Committee may choose to set up other sub-groups to work on specific tasks as identified by the Committee, and shall be accountable for the work they do to the Committee Chair.



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3. ADA Policy & Finance Committee

3.1 Scope

The scope of the Committee, set by ADA's Board of Directors, will be to prioritise, review and recommend actions and outcomes to ADA's Officers and Board on any policy and finance issues requiring a consistent and national approach across ADA's membership, and in relation to the aims and objectives of ADA's Business Plan.

3.2 Membership

Skills of the Committee's members should match with the scope of the Committee. Committee members should be prepared to take part in 3 or 4 Committee meetings per year and assist with the drafting and writing of briefing notes and reports, help with the preparation of responses to consultations on behalf of ADA's members, and represent ADA members at relevant external meetings.

Members will be appointed for a three year term, but are able to resign from the Committee earlier if they so wish. Members may stand for re-nomination at the end of a three year term up to a maximum number of three consecutive terms. In any given year it is proposed that approximately one third of committee places should be opened to nominations in order to maintain a continuity of the Committee's work.

The Committee Chair will be appointed for a two-year term, and may stand for re-nomination for up to a maximum number of three consecutive terms. The terms of the two Committee Chairs will overlap to avoid changes of chair at the same time.

Committee Members:

- Committee Chair,
- ADA Chair,
- 9 representatives from ADA members with desired policy, legal, and financial knowledge,
- 1 Environment Agency/Defra Group Finance representative,
- 1 RFCC Chair.

* Committee members will appoint from the membership an Honorary Secretary every three years who will assist the ADA Office and Committee Chair with the setting of the Committee's agenda.

The Committee may choose to set up sub-groups to work on specific tasks as identified by the Committee, and shall be accountable for the work they do to the Committee Chair.

In attendance (not members):

- ADA's Chief Executive,
- ADA Researchers/Special Advisors (as agenda requires),
- 1 Defra representative.