

## SIGA Youth Council TERMS OF REFERENCE

This document presents the terms of reference for the work of the SIGA Youth Council (SYC).

### **Article 1** **Nature and Objectives**

1. The SYC is a semi-autonomous internal organ that designs, delivers, and implements its own portfolio of projects and initiatives following full consultation with SIGA and subject to approval.
2. The primary objective of the SYC is to support SIGA's global agenda on Sport Integrity with a Youth Focus that is youth driven. The SYC's predominant focus will be directed toward relevant emerging trends, topics, and projects, the promotion of SIGA's vision, mission, and global reform agenda, by means of:
  - a) **Thought Leadership:** Developing an innovative 18-month roadmap that itemizes key landmarks and deliverables orientated towards global youth engagement – which may include, but are not limited to – research, SIGA Youth Manifesto, social media campaigns, and events;
  - b) **Stakeholder Engagement:** Cultivating a Youth orientated network of stakeholders to assist, amplify, and collaborate in SYC initiatives in the field of Sport Integrity; and
  - c) **Promotion of SIGA, the SYC & all related outputs:** Acting as a positive representative of SIGA and enabling the Organization to have a greater impact by promoting SIGA projects, initiatives, aims, and objectives, galvanizing support, engagement, and endorsement of relevant institutions, including but not limited to external youth organizations, public authorities (including governmental and regulatory agencies), sports organizations (such as leagues, clubs, players' unions, and other representative structures), business partners (e.g. sponsors, broadcasters, media and comms agencies, and other commercial entities with shared interests on Sport Integrity) as well as academia and civil society.

### **Article 2** **Composition, Representation and Term of Office**

1. As a rule, the SYC shall be composed of up to 18 members between the ages of 18-29.
2. The SIGA Executive Committee (EX-Co) shall appoint the members of the SYC, including the chairperson and deputy chairperson.
3. The SYC shall be composed of:
  - a) A chairperson;

- b) A deputy chairperson; and
  - c) Up to sixteen additional members who will be appointed with the principles of diversity and inclusion to meet the gold standard of good governance in sport. The SYC is at liberty to designate these members specific remits for them to fulfill during their SYC term, these can include but are not limited to: Media, Communications & Marketing Advisor, Business Developer, Researcher, Secretary, Events Co-Ordinator, Output Editor, Institutional Relations. Alternatively, the SYC may prefer to adopt an Agile approach to projects that enable members to acquire a broad base of skills and knowledge by experiencing different roles during the duration of the term.
4. The composition and functioning of the SYC shall respect SIGA's internal governance policies and the fundamental principles of transparency, accountability, diversity, and inclusion.
  5. The members of the SYC shall be appointed for an 18-month term.
  6. As an integral aspect of SIGA's global agenda on Sport Integrity, representatives of SIGA Members are encouraged to participate in this thought leadership initiative.

### **Article 3 SYC 18-month Action Plan**

1. As a rule, the Chairperson, representing SYC members, must submit an Action Plan to SIGA's ExCO at the start of the Term.
2. The Action Plan should include specific information on key priorities, goals, activities, timeline, and roles and responsibilities.
3. Consistent with SIGA's global reform agenda, the Action Plan should be aligned with the description in Article 1, "SYC's Nature and Objectives."
4. The Chairperson, with support from the deputy chairperson and other members, is responsible for presenting a report of activities to SIGA's ExCO each semester.

### **Article 4 SYC Output Protocols**

1. The SYC does not have the power to make final decisions. Final decisions on outputs must occur following full consultation with the SIGA Executive Committee - as set out in Article 1 of the Terms of Reference.
2. Proposed SYC outputs shall be approved by simple majority of all the members of the SYC. In the event of a tie, the chairperson has the casting vote to occur within the framework of appropriately scheduled meetings.
3. Any recommendations approved by the SYC shall be submitted to the Global CEO of SIGA (or delegated SIGA EX-Co Member) for final consideration and decision.

### **Article 5**

## Role of the Chairperson

The Chairperson of the SYC:

- a) Coordinates with the SIGA Ex-Co, following full consultation with the other members of the SYC, in direct alignment with the approved priorities of the SYC term deliverables.
  - b) Prepares the meetings of the SYC (including agenda, invitations, and expected deliverables) and may select administration support from other members of the SYC;
  - c) Chairs the meetings of the SYC;
  - d) Exercises the casting vote in the event of a tie;
  - e) Approves the action list;
  - f) Acts as a primary spokesperson on behalf of the SYC;
  - g) Executes coordination with the SIGA Ex-Co and provides regular reports;
2. In the absence of the chairperson, or in the event that the chairperson is unable to participate in a meeting or part of it, the deputy chairperson shall replace him/ her.

## Article 6 Attendance and Frequency of Meetings

1. Members of the SYC must attend all regular video conference meetings wherever possible.
2. Individual membership of the SYC shall cease in the event of an absence of 75% of the meetings (of a minimum of 4 meetings) by said member during the respective term without just cause. In case of plus 25% absence, the Chair can cast votes for the exclusion of the member, which will be finally decided by the SIGA Ex-Co.
3. The SIGA Ex-Co may attend the meetings of the SYC.
4. Meetings of the SYC are not open to non-members unless explicitly approved by the SIGA Ex-Co. The chairperson may, however, invite third parties to attend meetings if he/she deems it necessary on account of the agenda on a pre-approved basis.
5. As a rule, the SYC shall hold a minimum of one meeting a month for the duration of the term. Additional meetings shall be agreed upon by the SYC chairperson and communicated 7 days in advance to all the members.

## Article 7 Agenda

1. The chairperson, in collaboration with the secretary, shall prepare the draft agenda for meetings of the SYC.

2. As a rule, the draft agenda shall be sent to the members of the SYC in advance and all members will prepare a direct contribution to the meeting.
3. Members of the SYC may propose agenda items. As a rule, such proposals must be received in advance of each meeting, together with any supporting documents circulated.
4. The final agenda shall be approved by the chairperson and remitted to the members of the SIGA Ex-Co with any supporting documents, in advance of the meeting.

## **Article 8 Action Lists**

1. Action lists of each meeting shall be kept and shared with all members of the SYC, as well as with the SIGA Ex-Co.
2. The secretary of the SYC to be appointed by the Chairperson shall compile the action lists. The role of secretary can be delegated to one member for the duration of the SYC term – alternatively, it can be fulfilled on a rotational basis with each member of the SYC completing the tasks at least once during their term.
3. The action lists include the date, place (if applicable), and composition of the meeting of the SYC, the agenda, the deliberations, and the agreed recommendations and actions, as well as the date and place of the next meeting.
4. The action lists are approved by the SYC Chair and Vice Chair and circulated to the SIGA Ex-Co within 5 working days of the meeting for review and alignment (if applicable).

## **Article 9 Ethical conduct, Professional Conduct and Other Duties**

1. Before joining, all members of the SYC are required to:
  - a) Inform the SIGA Ex-Co, in writing, of any positions they currently hold that could conflict with their role as members of the SYC; and
  - b) Undertake to immediately inform the SIGA Ex-Co, in writing, of any change occurring in this respect during their SYC term.
2. During their SYC term, SYC members are equally required to:
  - a. Act with integrity at all times and refrain from any activities that may endanger the reputation of SIGA;
  - b. Discharge their responsibilities with the highest professional skill and care;
  - c. Undertake reasonable steps to acquire and maintain all the skills needed to perform any SIGA SYC appointment, including knowledge of the SIGA Constitution and internal regulations, position papers and instructions issued by SIGA from time to time;

- d. Submit their personal details to the Chairperson and notify him/ her of any changes by phone, email or letter;
  - e. Participate actively in meetings and exercise due professionalism in preparations for meetings; and
  - f. Contribute to the achievement of the set objectives.
3. Membership of the SYC shall terminate prior to the 18-month term immediately in the event that the concerned member has acted contrary to the interests of SIGA and/or in material breach of its Constitution and/or the SIGA Code of Ethics and has not either disclosed and/or remedied a breach within a sufficient timeframe.

Executive Chairman



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Dr Emanuel Macedo de Medeiros  
Global CEO, SIGA  
Chairman & CEO, SIGA AMERICA  
Executive Chairman, SIGA EUROPE  
Chairman & CEO, SIGA LATIN AMERICA