

# ALL TOGETHER TOWN TERMS OF REFERENCE



## 1. NAME

All Together Town Panel (ATT).

## 2. MISSION

To provide a two-way open, honest, transparent and constructive dialogue between the Club and its supporters on a wide variety of issues.

## 3. OBJECTIVES

- To seek opinion and feedback from individual members as well as supporter groups
- To provide honest and candid feedback on Club issues
- To drive an open agenda between its members, the fans and the Club to reflect key issues and priorities
- To keep Huddersfield Town supporters briefed on progress and actions
- To generate, develop and activate ideas, working alongside various departments in the Club
- To ensure the ATT Panel remains as representative of Huddersfield Town supporters as possible

## 4. MEMBERSHIP

The ATT Panel shall be no larger than 20 in number and will represent a cross-section of the Huddersfield Town fan base over the age of 18 years old, irrespective of gender, race, ethnic origin, sexual orientation or any other protected characteristic.

The 20 will be made up of established supporter groups to represent their own members, as well as of individual HTAFC supporters.

## 5. SELECTION, TERM AND RECRUITMENT

On an annual basis, a maximum of 25% of the individual ATT Panel members will be required to relinquish their place to ensure a stream of new ideas and input. Any one individual supporter will serve on the panel for a maximum of three seasons but has the ability to reapply along with new applicants at the end of their term. The supporter groups on the panel will not be required to relinquish their place but encouraged to send different representatives to meetings where possible.

Where there are places on the panel for new members at the end of a season, supporters will be invited to apply for a place, and details of this process will be communicated through the usual Club channels. Applicants will be invited to apply via a form giving details of their reasons for wanting to be on the panel and what they believe they can bring to the group. Forms will be assessed (without applicant's names being disclosed) by the existing ATT Panel with the Club's Supporter Services staff having the final decision.

If any member departs the Panel during a season, the Club reserves the right to recruit a new member or continue without.



### 6. MEETINGS AND OBLIGATIONS

EFL Structured Dialogue guidelines state that meetings between Club and supporters should take place a minimum of twice a year. ATT Meetings will take place quarterly and will either be in person or held virtually. Club staff from various departments will be present, dependent on the agenda, and this will include senior members of staff including at least one Board member. Meetings will be Chaired by a Club member of staff.

Supporter Services will provide notice of a meeting a minimum of 14 days before it is due to take place other than in exceptional circumstances.

Panel members are expected to attend 75% of meetings each season. Should a member not attend for three successive meetings without appropriate reason, they will be required to relinquish their place on the panel.

Panel members are encouraged to obtain feedback from their fellow supporters. The Club may use the Panel as a sounding-board for significant new ideas before they are implemented or ask for a 'straw poll' of members views by email at points throughout the season.

Panel members will be required, on an annual basis, to complete a diversity monitoring form to inform the Club's Equality Policy and ensure that any areas of under-representation are addressed.

### 7. AGENDA

ATT Panel members are encouraged to add items to the agenda wherever they feel appropriate. Agenda items should be emailed to the Supporter Services team no later than 10 days before a meeting. Additionally, from time to time, the Club may add items to the agenda which it would like to discuss with Panel members.

### 8. SUSPENSION OR EXPULSION

The ATT Panel may suspend or expel any member whose conduct, in the opinion of the panel, renders the member unfit for membership. No member may be suspended or expelled without first being given the opportunity to make representations in writing or in person to the panel.

### 9. MINUTES AND COMMUNICATION

Notes from meetings shall be posted publicly on the official Club website (htafc.com) and promoted on the Club's social media channels.

### 10. REVIEW

Huddersfield Town Football Club and the All Together Town Panel reserves the right to amend any of the Terms of Reference at their discretion; a formal review of the Terms of Reference will take place on an annual basis.