

CUBO SPORT BUSINESS GROUP TERMS OF REFERENCE

MEMBERSHIP

1. The CUBO Sport Business Group comprises heads of sports departments and professionals interested in the financial and operational aspects of sports within higher education institutions (HEIs).
2. The group is strategic and spans the broad remit of the commercialisation of sport services in higher education.

OBJECTIVES

1. To provide a network for CUBO members responsible for the commercial aspects of sport at their university
2. To provide a forum for discussions and for sharing best practice
3. To facilitate benchmarking against similar institutions
4. To encourage innovation, new ideas and perspectives through discussions and guest speakers

RESPONSIBILITIES

1. To meet in a spirit of professional collaboration and for the mutual benefit of the higher education sector
2. To uphold the values and objectives of CUBO
3. To actively contribute to the business agenda
4. To avoid or declare personal conflicts of interest
5. To commit to attending meetings on a regular basis
6. To join task teams / working groups to progress specific projects
7. To ensure relevant stakeholders are consulted where necessary

CHAIR AND STEERING GROUP

1. The group has a Chair who works with CUBO professional staff to organise meetings and set agendas.
2. The Chair may appoint a steering group of additional members to support their work.

MEETINGS

1. Meetings will be held quarterly and will normally take place virtually
2. Attendees can be from any of the disciplines listed in the scope of services. Members should encourage other areas such as Finance if they so wish.
3. Networking between junior grade colleagues should be encouraged across the participating members.

Scope of services covered

HE Sport

AGENDA

The agenda will be flexible to meet the needs of the group. Items may include:

- a. Review of :
 - Income Generation
 - Membership
 - Health & Safety
 - Facilities Management
 - Recruitment & Retention
 - Community Engagement
 - Partnerships

- b. Discussion Topics
 - Benchmarking
 - Political landscape
 - Applicable legislation
 - CUBO partner presentations
 - Guest speakers