

<b>Bowls Scotland Equality, Diversity, and Inclusion Advisory Group - Terms of Reference</b>
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Adopted: 01/04/2026
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Review: 01/04/2028
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Bowls Scotland recognises and is fully committed to embedding the values of equality, diversity, and inclusion throughout our sport. These values are essential to advancing our vision of a sport accessible to everyone. Bowls Scotland is dedicated to taking positive steps to remove the barriers – whether real or perceived – that limit equal opportunities for all members of diverse communities to participate in our wonderful game.

### **Purpose of the Group**

- Offer guidance and details on the (perceived and real) barriers and challenges to participation faced by underrepresented groups and communities.
- Assist in identifying key priority areas for Bowls Scotland's diversity and equality initiatives.
- Provide support and guidance to Bowls Scotland on how to engage specific individuals, groups, and communities in its work, including during consultation, campaigns, and outreach activities.
- Receive progress updates on Bowls Scotland's Equality Action Plan and broader EDI initiatives and provide feedback.
- Harness the expertise of members to inform development and support progress, fostering positive collaboration for the benefit of all.
- Act as ambassadors for Bowls Scotland's work on diversity and equality.

### **Term of the Group**

Terms of Reference are effective from 1 April 2026. It is the responsibility of Bowls Scotland's Inclusion Development Officer to update the terms of reference. The Advisory Group Terms of Reference will be reviewed every two years.

### **Chair**

The chair of this group will be recruited through the same process as the group members.

### **Advisory Group Membership Information**

The group is made up of:

- Chair of the Equality, Diversity and Inclusion advisory group
- Bowls Scotland Inclusion Development Officer – group facilitator
- Bowls Scotland Senior Leadership Team Representation – Business Operations Manager
- Bowls Scotland Board Representative
- Up to four members, representative of our bowling community.
- Up to one member, external to the sport.
- Additional individuals may be invited to attend meetings relevant to agenda items when required.

The tenure for each Group member, including the Chair, is 2 years, after which all memberships may be subject to review.

The Advisory Group will report through the Chair and the Bowls Scotland Inclusion Development Officer to the Bowls Scotland EDI Internal Action Group and, where appropriate, to the Board or senior leadership.

### **Meeting Frequency**

- Meetings will be held quarterly, virtually.
- Ad hoc meetings with a specific purpose will be communicated when needed, if necessary.

### **Method of Operation**

- Meeting agendas and supporting documentation will be prepared and issued in advance of all meetings and will be developed by the Inclusion Development Officer.
- Minutes of all meetings will be taken and circulated to group members and the Bowls Scotland board.
- The meeting agenda and conversations must be directly aligned to the Bowls Scotland Strategy and the Equality Action Plan.

### **Person Specification**

We recognise that applicants may not currently have all the knowledge or experience listed below. Members will be supported through an induction process, and ongoing guidance will be provided to help them develop confidence and capability in their role.

We are looking for members who can bring some of the following:

- Experience, knowledge and understanding of:
  - diversity, equality and inclusion and their benefits, particularly within sport
  - the definition of discrimination and its impact in sport
  - the protected characteristics under the Equality Act 2010
  - historical, current and emerging issues in sport relating to diversity, equality and inclusion
  - the role of community and how to engage different communities
  - the barriers to participation experienced by people from different backgrounds
- Experience and knowledge of lawn bowls is helpful.
- An understanding of the importance of discretion and confidentiality.
- Strong communication, influencing and listening skills.
- The confidence to check and challenge Bowls Scotland's work in a constructive manner.
- Commitment to uphold Bowls Scotland's values of Teamwork, Inclusion, Integrity, Clarity and Ambition.

Applications for this position from individuals from underrepresented groups in Bowls are highly encouraged. This includes but is not limited to people under 25, women, and individuals with disabilities.