

The purpose of these Terms of Reference is to provide the umbrella framework within which the Remuneration Group will operate.

Group Chairman – the Chairman of the Board of Directors

Authority

Authority is delegated to the Remuneration Group by the Board for all matters related to the remuneration of the Chief Executive.

Composition and Membership

Remuneration Group shall consist of the following three Officers of British Orienteering:

- Chairman
- Vice-Chairman
- Treasurer

Responsibilities

Remuneration Group is responsible for:

- Keeping the remuneration of the Chief Executive under review
- Deciding whether it would be appropriate to have a comparison or benchmark pay scale for the Chief Executive's salary, and monitoring that pay scale as input to its main responsibility, which is:
- deciding the remuneration for the Chief Executive at least annually and reporting the relevant details to the Board

The Remuneration Group will ensure, in assessing the performance of the Chief Executive, that due notice is taken of his or her latest appraisal.

Reporting Structure

The Chairman will report directly to the Board and will inform the Board of the details of the Group decision on the Chief Executive's salary. Because of the personal nature of much of the work of Remuneration Group, discussions and any minutes will remain confidential and will not be published beyond the Group itself. The Chairman will determine if the Chief Executive should be required to leave the meeting for the duration of this item.

Meetings

Meetings are held in accordance with the British Orienteering Meeting Guidelines and may normally be conducted by phone or e-mail.