



# **OXFORD UNITED FAN ADVISORY BOARD**

## **TERMS OF REFERENCE**

### **1. Purpose**

The Oxford United Fan Advisory Board (“the FAB”) exists to ensure regular structured dialogue between Oxford United Football Club (“the Club”) and its fanbase to improve both the Club and supporters’ experience.

### **2. Context**

The Oxford United FAB is formed from representatives of independent supporters’ groups of Oxford United and elected individual supporters to facilitate dialogue between the Club and its supporters on matters of mutual interest, and to ensure the Club provides a model of transparent and sustainable governance.

The FAB is a consultative body and as such cannot take decisions which are binding on the Club. Where appropriate a poll of the FAB’s views may be taken to inform debate and assist the Club in understanding supporter views.

These Terms of Reference will be reviewed every three years or in response to EFL regulation and/or legislative changes. The next review is due February 2028.

### **3. Oxford United FAB Structure**

The Oxford United FAB consists of up to 12 representatives from key supporter groups and individuals elected by Oxford United fans:

- Fan Group Representatives (up to 6 seats)
- Individually Elected Representatives (up to 6 seats)

FAB representatives are expected to attend all FAB meetings and full meetings, either in person or via video call. It is anticipated that there will be meetings every 4-6 weeks.

#### **3.1 Supporter Group Representatives**

The initial Oxford United FAB will have reserved seats for:

- OxVox Supporters Trust (3 seats)
- Additional Supporter Group(s) (3 seats)

Each group will where applicable\*:

- Commit to being democratic and hold annual elections the details of both the process and results must be made publicly available upon request\*
- If they receive income from their members or activities, they should keep accounts and make them publicly available upon request.
- If a group has turnover of over £20,000 per annum, these should be audited.
- Select its FAB representatives through a democratic process via its board/committee. The representatives may vary throughout the year.
- Be open for new members to join



- Endeavour to refresh its representatives periodically to ensure that both strong candidates are provided and has an equitable turnaround of people.

*\*Not all fan groups will meet all these requirements. What is expected above everything else is that all groups are open and democratic and ensure due process in their governance. Groups who do not meet these criteria can be co-opted to the FAB, up to a total of 6 fan group representatives.*

Any change to the FAB make up should be discussed and agreed between all representatives and the Club. Founding members are not guaranteed a place for life.

### **Status of Supporter Group Membership - Removal**

Any group not delivering on the above may be subject to losing its place on the FAB

A supporter group may be removed from the FAB if it has been found to have breached any one of these terms of reference following a review by a disciplinary committee.

A supporter group may also lose its place on the FAB if an application is received by a supporter group from the same or similar category, not currently in membership of the FAB and following an assessment process as per below, it is deemed that the new applicant group should replace the existing.

### **Supporter Group New Applications**

Applications for subsequent membership can be made at any time and should be made directly to the FAB Chair, applications received by the Club, FSA, or other members will be passed to the FAB Chair.

Applications can be considered at any time throughout the season.

If applications are received, then an Appointment Committee will be formed with the following representatives:

- Two existing Oxford United FAB representatives neither of whom is deemed to be impacted by the applications. FAB representatives will select their appointment committee representatives by vote
- One independent representative provided by the FSA
- One representative provided by the Club

This committee will request written submissions from both the groups applying and any existing FAB group that may be displaced. The Supporter Group Application Criteria above will apply. The committee will provide a written recommendation to the FAB regarding the appointment and/or removal of existing members. The independent representative will hold the casting vote in the event of a tied decision.

The full Oxford United FAB (excluding the group that may be displaced by the vote) will be asked to ratify this recommendation. If a majority in agreement is not possible the process will restart with a new appointments committee.

For a new supporter group to be eligible for application of a place on the FAB it must have existed for at least 18 months, have been through one election cycle and have released one set of accounts.

Groups are free to reapply on an annual basis.



### 3.2 Individually Elected Representatives

Candidates for the elected positions are sought from the fanbase to encourage a wide and diverse representation of supporters.

Oxford United fans will elect individual representatives to the FAB. Elected representatives will serve a 3-year term of office. Representatives may be elected to 2 consecutive terms. A representative cannot stand for a third consecutive term but can re-stand after a break of at least one election cycle.

Elections will be conducted in accordance with the Election Policy.

The FAB may co-opt supporters to the main FAB or to sub-committees where specific skills or representations are deemed necessary

The FAB is committed to the values of equality, diversity and inclusion and welcomes nominations from all supporters, in line with the policy available on the website.

The FAB may utilise sub-committees for specific issues or projects, to meet as required. Sub-committees will be led by a FAB representative. Members of these committees can be drawn from across the fan base.

## 4. Oxford United FAB Elected Roles

The FAB will elect the following positions at the first meeting after 31<sup>st</sup> July each year:

- Chair                      annually
- Vice chair                annually
- Secretary                2 years or term of office

## 5. Code of Conduct

All FAB members are expected to adhere to the Code of Conduct. Any breaches of this Code will be subject to disciplinary proceedings as outlined therein.

## 6. Meetings

**FAB Meetings** are attended by all FAB representatives after considering input from the supporter base, Club representatives and invited individuals integral to a specific agenda item.

Topics considered appropriate for discussion include, but are not limited to:

- Club business strategy, governance & finance
- Stadium renovation / strategy
- Club heritage, e.g. colours, kit, crest and stadium sale / move
- Which competitions the Club plays in
- Sponsorship principles / core values
- Corporate social responsibility & community
- Equality, diversity & inclusion
- Environmental sustainability plans
- Independent board appointments
- Match day experience & operational issues, including kick off times
- Ticketing pricing & distribution



- Safety & security

The FAB is not concerned with team matters such as player recruitment and selection; details of employment contracts at the Club; or management appointments.  
Fan representatives draft the agenda for FAB meetings.

**Full Meetings** are attended by FAB representatives and appropriate representatives of the Club. There will be a minimum of four full meetings each year.

- All meetings follow an agenda. Both FAB members and Club representatives may propose agenda items. The final agenda will be circulated at least seven days before the meeting by the secretary.

Proposed agenda items should be sent to the Chair at least 7 days before the FAB Full Meeting date.

- Minutes are taken at all meetings of recommendations and actions discussed and agreed. Draft minutes are circulated to attendees within three working days of the meeting, with the deadline for comments being three working days from that point. Following approval by attendees, minutes are published within seven working days of the meeting or as soon as is practical afterwards.
- Meeting dates (including changes to dates) are agreed and published no less than 14 days in advance.
- The Club provides meeting space for Full Meetings. Where feasible the Club will provide meeting space for sub-committee meetings. Any further hospitality is neither requested nor expected by FAB representatives.
- Meetings may take place in-person or digitally.

## 7. Confidentiality

A major objective of the Oxford United FAB is to improve the flow of information between the Club and its supporters, and to be open and transparent in its dealings. However, there are occasions when all or part of a discussion will need to be treated in confidence. The FAB accepts that for legal reasons (such as data protection, commercial sensitivity and employment law) the Club will not be able to share certain information. These restrictions will, however, be the exception and not the rule, and the Club will explain clearly (and to the satisfaction of the FAB) why information cannot be provided or must be treated in confidence.

- Any matter offered by FAB representatives or the Club on a confidential basis will not be disclosed beyond those present at the meeting except where non-disclosure puts an individual or group at risk of significant harm.
- Any comments in the minutes deemed as confidential are included as a "Part Two" section of the minutes and are redacted from the published version of the minutes.
- Individuals should not publish or discuss any details of the meeting before the minutes have been agreed and published, unless specifically allowed for in the minutes, and should not, at any time, discuss or disclose any "Part Two" minutes outside of the FAB.

## 7. Finances

The Oxford United FAB is a channel of communication rather than a fundraising or expenditure centre and does not therefore require a bank account or to prepare accounts.  
No FAB representative may receive any remuneration or benefit in kind because of their role on the FAB.

FAB representatives meet their own expenses to attend meetings. This will be kept under review.