

FAB Terms of Reference

The Purpose

The purpose of Luton Towns Fan Advisory Board is to bring together representatives from our supporter groups and supporters to meet with representatives from the club to open dialogue on fan-facing issues, specific topics or projects relating to the club.

The FAB is recognised by Luton Town Football Club as its official supporter advisory body and plays a key role in informing Club thinking and decision-making.

As a FAB member, you will:

- Represent the views and experiences of supporters within a specific focus area (Youth, Inclusion, Disability, or Women)
- Contribute to open, constructive dialogue with the Club
- Be a visible presence within the fanbase, championing supporter perspectives

Membership

The Fab is made up of the following positions.

- Luton Town Supporters Trust (LTST) Rep
- Luton Town Disabled Supporters Association (LTDSA) Rep
- Community Rep
- Diversity & Inclusion Rep (To later lead on an external EDI working group)
- Female Supporters Rep
- Youth Rep
- International Fans Rep
- 3 x Fan Elected open seats (voted for by the fans)

Club Members

- Gary Sweet/David Wilkinson – Nominated Board Level Official (NBLO)

Supporter Members and their term of Office.

Each supporter representative will serve their given length of term and then can be re-elected, or an application form will be sent out to replace the representative. No supporter representative can serve more than 3 years. If a representative chooses to stand down, then an application form will be sent out to replace them.

Representatives are selected by application using an online form.

Applications will be reviewed by a Selection Panel including:

- The Club's Board-level Lead for fan engagement



- Luton Town FC Senior Management & Executive team
- The Fan Engagement Officer

The Club Members will be looking for applicants who are looking to work as part of a team to support changes and make any necessary improvements to benefit the club.

Considered applicants will

- Be a supporter of Luton Town Football Club
- Have lived experience, insight, or strong interest in one of the focus areas (Youth, Inclusion, Disability, or Women)
- Be passionate about improving the supporter experience
- Be confident sharing your views while respecting differing opinions
- Take a constructive, solutions-focused approach
- Be willing to dedicate time outside of meetings to engage with supporters
- Support the Club's commitment to equality, diversity, and inclusion

Applicants must be 16+

All backgrounds, races and religions are welcome.

The Chairperson

The Club will appoint a Chairperson and a Co-chair.

The Chairs responsibilities will include agenda items being designated, sufficient discussion time, and all members being given an opportunity to participate.

Quorum

For a FAB meeting to go ahead, it will require a minimum of 5 members to be present. This must include at least 2 Club Members. No formal decisions or votes can be made if these criteria aren't met.

Meetings

FAB meetings will be held three times per season in person at Luton Town Football Club.

Members of the FAB should send proposed items for the agenda to the Fan Engagement Officer at least 10 working days in advance of the meeting. lisa.mcevoy@lutontown.co.uk

The Club will circulate an agenda to the members at least 5 working days ahead of each FAB meeting.

Minutes will be taken at each meeting which will be circulated to members of the FAB for approval before finalisation.

The club will prepare and circulate a summary of the items discussed, to members of the FAB for approval before they are published via the Club channels.

Responsibilities

At each meeting, the Fab shall discuss any of the following topics as appropriate:

- The Clubs strategic vision
- Club business performance updates, priorities and plans.
- Operational matchday issues of concern to supporters
- Any proposals relating to club heritage items.
- Stadium issues and plans.
- Access & Accessibility
- Club communities' strategy.
- Equality, diversity, and inclusion commitments.
- The clubs plan for broader supporter engagement.
- Environmental sustainability.

During each meeting, the FAB may agree to pass recommendations to the clubs Executive Board of Directors for further discussion.

Following each meeting, recommendations will be communicated directly to the Club's Board of Directors by a Club representative such as the NBLO. The Club representative will keep the remaining members of the FAB Board updated as to the status of any recommendation.

Review

The club shall in consultation with the FAB Chair/Co-Chair, at least once a year, review the FAB's performance, membership, and these Terms of Reference to ensure it is operating at maximum effectiveness. The Club will seek a fuller independent evaluation at least once every three seasons.

The Club will publish findings within their annual report.

The Club shall demonstrate that they have engaged with Fan-focused organisations, e.g. Football Supporters Association (FSA) Kick It Out, Level Playing Field to collaborate on Fan Facing issues.