



Fan Advisory Board Member

Purpose of the Role

- As a Fan Advisory Board (FAB) Member, you will represent the views of your supporter group or the wider fanbase and contribute to open, constructive dialogue with the club. The role ensures that supporter perspectives are actively considered in decision-making and helps strengthen the relationship between the club and its fans.

Key Responsibilities

- Attend and actively participate in FAB meetings throughout the season
- Represent the views of the supporter group or community you are appointed or elected to serve
- Gather, reflect, and communicate feedback from supporters to inform discussions
- Share FAB updates, key messages, and outcomes with your respective group
- Contribute constructively to discussions on:
 - Matchday experience
 - Ticketing and supporter access
 - Club strategy and planning
 - Stadium developments
 - Equality, Diversity & Inclusion initiatives
- Review meeting materials in advance and prepare meeting materials where appropriate
- Respect confidentiality where sensitive information is shared

Person Specification

A FAB Member should:

- Have a strong understanding of supporter perspectives
- Be able to communicate clearly and respectfully
- Demonstrate a collaborative and open-minded approach
- Act in the best interests of the wider fanbase, not solely personal views
- Be committed to equality, diversity, and inclusion

Time Commitment

- Attendance at scheduled FAB meetings (as outlined in the Fan Engagement Plan)
- Additional time to liaise with supporter groups and review materials

Accountability

- Accountable to the supporter group they represent and to other FAB members through the co-chair
- Expected to uphold the principles and standards set out in the FAB Terms of Reference

Information Sharing

- FAB members should communicate meeting dates and agendas to their specific groups as soon as confirmed.
- Additional points raised by each group should be communicated to the club as early as possible in order to be added to the agenda where relevant
- FAB members should only communicate the meeting notes to their specific groups once the notes are published on the club website.
- FAB members should ensure that members of their specific group fully understand the outcomes of FAB discussions where relevant. The club can support with this process where required.
- Club focus group representatives will be provided with a messaging group containing focus group members in order to communicate the information outlined above.