

# TERMS OF REFERENCE

## Boccia SA Committee

### 1 ESTABLISHMENT

This Committee was established by Boccia SA on 27<sup>th</sup> July 2015 and will provide reports and/or advice to Boccia SA and its athletes their families/ support persona and will provide reports to Boccia Australia as requested.

### 2 FUNCTIONS AND RESPONSIBILITIES

The role of Boccia SA committee is to provide information and advice regarding changes to the sport, events relevant to athletes as well as promote and provide governance in the financial and operational management of Boccia in South Australia.

The committee members have the role of ensuring decisions made are made for the benefit of the athletes and the promotion of Boccia SA and to ensure the administration of all monies used to benefit the athletes. The committee members are responsible for planning each Boccia SA season as well as developing any policies and procedures required to maintain Boccia as a professional sport.

The committee members will maintain records of each meeting in the form of minutes as well as regular financial reports. All activities requested by the committee of committee members must be submitted and reported at each committee meeting as requested and kept as a record along with the minutes.

The committee has the power to administer advice and decide outcomes of any misconduct from either athletes or coaches who are members of Boccia SA. These decisions will be made after the Boccia SA committee has gathered all evidence and will be binding.

### 3 RESERVED AUTHORITIES

The higher level committee that this committee reports to is Boccia Australia who reserves the authority: To intervene if Boccia SA committee make decisions regarding boccia which may be seen as not in good regard for the ongoing growth and development of the sport and its athletes.

### 4 DELEGATED AUTHORITIES

Authorities are delegated to the following committee member roles.

- 4.1 Boccia Australia Delegate
- 4.2 President Boccia SA
- 4.3 Secretary Boccia SA
- 4.4 Treasurer Boccia SA
- 4.5 Any member of the Boccia SA committee when requested by any of the above mentioned roles.

### 5 REFERRAL OF MATTERS

In exercising its responsibilities, Boccia SA Committee may refer any item to Boccia Australia for discussion, consideration and/or action.

Boccia SA Committee may refer relevant matters for action or noting to Boccia Australia as appropriate.

## 6 COMMITTEES

Boccia SA Committee may establish such committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee, and shall be constructed to ensure consistency and coordination between the functions of all standing committees.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

## 7 MEMBERSHIP AND TERMS OF OFFICE

The membership of this Committee shall be:

Appointed members:

- All members of the Boccia SA will be through a nomination and election process at the Annual General Meeting each year.

Ex-officio members:

- A Boccia SA committee member who is unable to attend a committee meeting may send a proxy. This proxy may submit the members report as required and will have no voting rights. The President of Boccia SA or the Secretary of Boccia SA must be notified 1 day prior to the scheduled meeting that the committee member is unable to attend and who will be representing them.

Nominated members:

- All paid members of Boccia SA are able to be nominated as Boccia SA committee members. Nominees may nominate themselves or be nominated by another person. All nominations must be made on the official nomination form and submitted to the Secretary of Boccia SA seven days prior to the AGM.

Elected members:

- The following is the structure of the Boccia SA committee
  - 7.1 President Boccia SA
  - 7.2 Secretary Boccia SA
  - 7.3 Treasurer Boccia SA
  - 7.4 Elected committee members
- Elected members shall serve the following Terms of Office:
  - 7.5 President Boccia SA 2 years
  - 7.6 Secretary Boccia SA 2 years
  - 7.7 Treasurer Boccia SA 2 years
  - 7.8 Elected members 1 year

## 8 RIGHTS OF AUDIENCE AND DEBATE

This Committee may extend rights of audience and debate on either a standing or ad hoc basis.

[If required] The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings but no voting rights:

- 8.1 Club Coaches
- 8.2 Athletes
- 8.3 Athlete's family member / support person
- 8.4 Paid member of Boccia SA
- 8.5 Invited guest

If required the above listed positions shall have a standing invitation to attend Committee meetings and to speak to items of business for which they have been responsible.

## **9 PRESIDENT**

The position of President of Boccia SA shall be an elected position. All Boccia SA paid members 18 years and over are eligible to be nominated and elected to this position. All paid members of Boccia SA are eligible to vote and voting for this position will be at the Annual General Meeting of Boccia SA every two years.

The President is expected to:

- 9.1 Responsible for co-ordinating the meeting agenda
- 9.2 Attend all Boccia SA functions and sporting events.
- 9.3 Attending the Boccia Australia AGM
- 9.4 Promoting Boccia SA as required

The President shall serve for a term of two years for the duration of their appointment to the Boccia SA committee.

In the absence of the President, the members of Boccia SA committee present at the meeting will elect one of their number as chair of that meeting. The President shall ensure the agenda and previous meeting minutes are provided.

## **10 SECRETARY**

The position of Secretary of Boccia SA shall be an elected position. All Boccia SA paid members 18 years and over are eligible to be nominated and elected to this position. All paid members of Boccia SA are eligible to vote and voting for this position will be at the Annual General Meeting of Boccia SA every two years.

## **11. TREASURER**

The position of Treasure of shall be an elected position. All Boccia SA paid members 18 years and over are eligible to be nominated and elected to this position. All paid members of Boccia SA are eligible to vote and voting for this position will be at the Annual General Meeting of Boccia SA every two years.

## **12. EXECUTIVE COMMITTEE**

Boccia SA Committee shall have an additional function as the Executive Committee, empowered to act executively between meetings where urgent business requires such action, and to form ad hoc sub-committees on such matters as determined by the Boccia SA Committee. Any Executive Committee approvals will be reported and minuted at the next scheduled Boccia SA Committee meeting.

The Executive Committee shall comprise:

- 12.1 President Boccia SA
- 12.2 Secretary Boccia SA
- 12.3 Treasure Boccia SA
- 12.4 Minimum of 4 Boccia SA committee members.
- 12.5 Any person expert that Boccia SA Committee may call upon for their expertise.

## **13 CASUAL VACANCIES**

A casual vacancy shall when a member or officer of the Boccia SA resigns after formally notifying the Boccia SA Committee in writing prior to election being held at the Annual General Meeting. All paid members of Boccia SA shall be notified of the vacancy and nomination accepted. Boccia SA Committee members shall vote on the nominee. Acceptance on to the committee is until the next Annual General Meeting when positions will be open for re-election,

## **14. REMOVAL OF A MEMBER FROM OFFICE**

Boccia SA Committee may terminate a person's membership of the Committee for misconduct by a vote of two-thirds of those present at a Committee meeting called in accordance with these Terms of Reference and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings of the Boccia SA Committee without adequate cause, that person's membership may be terminated. A person who has had their membership terminated may apply to the Boccia SA Committee to have their membership reinstated. Prior to re-instatement the Boccia SA Committee shall hold an executive meeting where a decision shall be made after all the facts have been heard and discussed.

The Decision made by the Boccia SA Committee shall be final and no further correspondence entered into form either party.

## **15. QUORUM**

A quorum for the committee meeting is defined as 50% of the membership, plus one.

Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the President may determine.

## **16. CONFLICT OF INTEREST**

Boccia SA Committee members are required to bring to the attention of the President any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists OR must not be present for consideration of that matter.

## **17. MEETINGS**

Boccia SA Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means.

Boccia SA Committee meetings shall be held at least 12 times per year. Where every practical this will be the first Monday of each calendar month. The Boccia SA Committee shall meet regularly, as determined annually in advance by the Committee.

Boccia SA Committee members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.

Decisions of the Boccia SA Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of the members of the Committee who are entitled to vote on the resolution other than those on an approved leave of absence.

## 18. OBSERVERS AND VISITORS

Observers and visitors must have received the prior permission of the President or Secretary of Boccia SA to attend a meeting.. Observers and visitors must leave the meeting if any matters to be considered are sensitive.

## 19. AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days prior to the meeting, via e-email to all Boccia SA Committee members including location and time of meeting.

.All papers must be submitted to the Secretary no later than eight working days working days prior to the forthcoming meeting.

Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online during the meeting. If this is not an option, the agenda documentation should be printed by individual Boccia SA Committee members and brought to the meeting.

Responsibility for ensuring appropriate records management for the committee rests with the Secretary of Boccia SA under the direction of the Chair of the committee. All committee documentation shall be retained in the University's primary electronic records management system.

Minutes are to be prepared for each committee meeting. The draft minutes and action sheet of each meeting are to be reviewed by the President of Boccia SA and circulated to all committee members by the Secretary of Boccia SA as soon as practicable. A copy of the minutes, once they have been reviewed by the President of Boccia SA, will be included in the agenda papers for the next committee meeting.

## 20. REPORTING

Boccia SA Committee reports to Boccia Australia who may provide advice as required on specific matters.

## 21. EVALUATION AND REVIEW

To ensure that this committee is fulfilling its duties, it will:

- Undertake an annual self-assessment of its performance against its Terms of Reference and provide that information at the Annual General Meeting and
- Provide any information the Boccia Australia may request to facilitate its review of committee's performance and its members.

**This Committee shall review its Terms of Reference every two years and provide a report, including any recommendations**

Approval and Review	Details
Approval Authority	Boccia SA Committee
Administrator	President Boccia SA
Next Review Date	DD/MM/YYYY <b>DRAFT version 1</b>

Approval and Amendment History	Details
Original Approval Authority and Date	Boccia SA Committee DD/MM/YYYY
Amendment Authority and Date	Boccia SA Committee DD/MM/YYYY;