

# TERMS OF REFERENCE PARTICIPATION COMMITTEE

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## Purpose

The purpose of the Polocrosse Australia Participation Committee (the Committee), appointed by the Board of Polocrosse Australia, is to assist the Polocrosse Australia Board drive the development and implementation of Polocrosse Australia's Participation Plan (the Plan).

The duties and responsibilities of the committee are set out in **appendix A**. The existence of the committee does not imply the fragmentation or diminution of the role of the Board.

## Authority

Within the scope of this charter, the Board authorises the Committee to:

- undertake activities required to address its responsibilities and make recommendations to the Board.
- select and engage professional advisers, within Board-approved budgets, to support its work.
- require attendance of specified staff, contractors, or consultants at Committee meetings when necessary.
- access management, employees, and relevant information to fulfil its responsibilities.

## Membership

The committee shall comprise of at least five members and a maximum of eight members. The committee must consist of:

- a minimum of two members from state member association,
- a Board appointed member, who may act as the chair, and
- the Polocrosse Australia Participation Project Officer
- an independent member with specialist skills may be appointed.

Committee member rotation is encouraged on a two-year cycle to ensure intellectual property and continuity is maintained.

Polocrosse Australia may provide a committee secretary, if requested by the committee.

## Chairperson

The Board shall appoint one of the committee members to be the committee chairperson. The committee chairperson shall chair the meetings of the committee and set its agendas.

Should the committee chairperson be absent from a meeting, the committee members present must appoint a chairperson for that particular meeting.

## Meetings

The committee should meet at least quarterly and participants may attend by video conference and/or teleconference. The committee chairperson or any committee member may call a meeting of the committee. Committee members shall declare any conflict of interest before the commencement of each meeting.

## **Meeting attendance**

Any person may be invited by the committee chairperson to attend meetings of the committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights. A standing invitation shall be issued to the NEO.

## **Quorum and voting**

A quorum must consist of more than half of the members of the committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The committee chairperson shall not have a second or casting vote.

## **Minutes**

The Committee delegate must prepare the minutes of the committee within seven (7) working days. After the committee chairperson has given preliminary approval, the draft minutes are circulated to all committee members. The minutes must be ratified at the next committee meeting.

## **Conflicts of interest**

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from committee discussions on the issue where a conflict exists.

## **Reviews**

The committee will review at least annually this committee charter and recommend to the Board for approval any appropriate amendments.

## **Reporting**

The committee will provide minutes to the board subsequent to each committee meeting. In the case where sensitive information is documented, a report with the sensitive information redacted will suffice.

All committee documentation, including minutes will be stored on the Polocrosse Australia centralised computer system.

## Committee code of conduct

Committee members must:

- promote and respect the rights and dignity of all people, ensuring a safe and inclusive environment.
- protect the integrity of the sport by adhering to the laws of the game, principles of fair play, and standards of safe sport.
- safeguard members' wellbeing by ensuring appropriate policies (e.g., Member Protection, Child Safe, Anti-discrimination) are in place, accessible, and regularly reviewed.
- act impartially, transparently, and in the best interests of members and the sport.
- provide equal opportunities for participation and development regardless of gender, ability, or cultural background.
- serve as role models, displaying high standards of behaviour and never engaging in inappropriate conduct.
- ensure all members are aware of their rights and responsibilities under relevant legislation and policies.

## Appendix A – Participation committee members duties and responsibilities

In assisting the Board in fulfilling their responsibilities, the duties of the committee are to:

### **1.1. Duties and responsibilities**

- Oversee, advise and guide the Polocrosse Australia Board on the strategic planning, development and implementation of the Polocrosse Australia's Participation Plan (the Plan)
- Work alongside the Polocrosse Australia Board and management team a to foster grassroots community engagement and delivery of the Plan
- Provide insights and feedback regarding all aspects of community polocrosse, ensuring the diverse participation base (current and future) is considered when implementing the Plan
- Provide a 'check and challenge' point to support the implementation of the Plan and provide an approval gate for key implementation phases of the Plan.
- Identify any operational gaps and opportunities for refining the Plan over time.

### **1.2. Participation in meetings and events**

- Attend and actively contribute to at least four committee meetings per year, which may be held in person, by video conference, or teleconference.
- As needed, participate in workshops, project discussions, or stakeholder consultations to support the delivery of technology projects and initiatives.

### **1.3. Board Requests**

- Perform any other duties or undertakings that the Board may request from time to time, consistent with the Committee's Terms of Reference.

### **1.4. 1.4 Reporting**

- The Committee Chairperson will report to the Board on committee meetings and activities, providing a written report (with supporting material) outlining key matters, recommendations, and progress against strategic objectives for noting or approval by the Board.
- work with other committees to provide input into their activities when appropriate, and
- provide advice to the Polocrosse Australia Board as and when required.