



## TERMS OF REFERENCE

<b>Name:</b>	Female Participation Committee	<b>First approved:</b>	January 2022
<b>Drafted By:</b>	Governance and Stakeholder Manager	<b>Last Amended:</b>	January 2022
<b>Authorised by:</b>	BSA Commission	<b>Next Review:</b>	January 2023

### OVERVIEW

The purpose of this document is to provide members of the Female Participation Committee information pertaining to their duties and responsibilities. Other supporting documentation will also be provided to assist in the fulfilment of the role where applicable.

The Female Participation Committee is established to monitor and contribute to the Female Participation Strategy. The Committee is a sub-committee of the Basketball SA Commission and must act in the best interest of basketball in South Australia by adopting a holistic approach to their role that balances the needs of players, coaches, officials and administrators.

#### **BASKETBALL SA VISION**

- Be the sport of choice
- Have a united culture
- Embrace a diverse community

#### **BASKETBALL SA MISSION**

To raise the profile of basketball together through the development and promotion of the game.

#### **BASKETBALL SA GOALS**

- United culture
- Strong clubs and associations
- Grow BSA family

#### **BASKETBALL SA VALUES**

- Inspire- encourage, celebrate, excite
- Connected- inclusive, supportive, united
- Open- integrity, responsible, fair
- Progressive- proactive, innovative, challenging

### ROLE OF THE COMMITTEE

The objective of the Female Participation Strategy is to increase female participation in sport through the game of basketball. Athletes, supporters, administrators and leadership.

The Female Participation Committee will:

- Provide input to the direction and priorities of the Female Participation Strategy (2021-2024)
- Participate in consultation processes to identify barriers to female participation
- Review marketing and promotion of events
- Review program offerings and identify gaps in service delivery
- Develop and monitor action plans to support delivery of the female participation strategy
- Establish strategies to deliver the outcomes of the female participation strategy



## **AUTHORITY**

The Female Participation Committee has no executive power, unless delegated by the BSA Commission. Any matters concerning finance, risk and policy, will be referred to the Commission for approval.

Committee Members will always act independently. If a conflict exists, this must be disclosed at the start of the relevant meeting or task.

## **RECOMMENDATIONS**

The Committee may make recommendations to the CEO on any operational matters it deems appropriate, on any area within its Terms of Reference where in its view action or improvement is needed.

The Committee may make recommendations to the Commission on any policy or strategy matters it deems appropriate, on any area within its Terms of Reference where in its view action or improvement is needed.

## **COMMUNICATION**

Communication by the Committee to the Commission should be directed through the Chair to the CEO (as appropriate) unless otherwise approved at a prior meeting.

## **MEMBERSHIP**

The Female Participation Committee shall consist of a cross representation from basketball participation groups targeted by the Female Participation Strategy, and also include:

- Up to 4 representatives
- At least one BSA Commissioner
- BSA CEO
- BSA Governance and Stakeholder Manager
- BSA FPS Officer
- EO SA Country

Each member is entitled to one vote. No member is entitled to a casting vote.

Any BSA Commissioner may attend meetings at their discretion but only the Commissioner member of the Committee will be entitled to a vote.

## **APPOINTMENT PROCESS**

The Female Participation Committee shall be appointed from an expression of interest process. The term of appointment will align to the Female Participation Strategy.

The appointment of members to the Committee will be made by the BSA Commission.

Consideration will be given to:

- a diverse range of skills and experience that actively contributes to the role of the Committee
- gender balance (40:40:20)
- independence and member group representation balance

A BSA Commissioner will Chair meetings.

## **ROLE OF THE CHAIR**

- To ensure each member has opportunity to contribute equally in meetings
- To disseminate information between the Committee and the Commission
- Coordinate voting processes including circular resolutions
- Preside over meeting processes
- Contribute to development of the agenda with BSA staff



## **MEETINGS**

### **FREQUENCY**

The Female Participation Committee shall meet as required to conduct the affairs of the Working Group. Meetings will be held approximately 2 weeks prior to a Commission meeting, occurring at a minimum quarterly.

The Committee members may request additional meetings by contacting the Chair. If additional meetings are granted, the Chair must provide Committee members a minimum of 7 calendar days' notice of the meeting that includes the business to be raised.

Urgent matters may be conducted via circular resolution. Circular Resolutions will be coordinated through the Chair and disseminated to all Committee members. The Chair will determine an appropriate time period and notify members when a response is required. A circular resolution will be considered approved with a minimum 51% of the replies received within the timeframe being in favour.

### **QUORUM**

A quorum for a meeting of the Committee consists of three members (only one of which may be a BSA staff member for the purpose of determining a quorum).

### **RECORDS**

A record of each meeting will be recorded as minutes. Minutes will be taken by a BSA staff member of the Committee and be distributed to the Committee members within one week of the date of the meeting.

Records of Circular Resolutions will be prepared by the Chair and the outcome distributed to the Committee within 2 days of the deadline set for each resolution. The record must include the subject of the resolution, the total number of votes received, the number of votes in favour, the number of votes against, and the outcome of the resolution.

## **CONFIDENTIALITY**

The members of the Committee in accepting their role agree to abide by the terms and conditions of the Basketball SA Confidentiality policy, which is attached as an addendum to this document.

## **CULTURE AND CODE OF CONDUCT**

Our goal of being member focused can only be maintained and enhanced with your assistance and, in joining the Committee, you share our commitment to providing the best service to our members. For this to be achieved, your ideas, suggestions and initiatives are encouraged as we strive to improve the way we do things.

The members of the Committee in accepting their role agree to Basketball SA's culture, values and conduct which involves acting with integrity and professionalism, in our dealings with each other and our stakeholders. We are committed to ongoing professional development and to fostering an environment where everyone's contributions are valued. Our work ethics centre on taking responsibility for decisions, pride in our work, sharing knowledge, and expertise with others, and a willingness to contribute to the resolution of issues in a collaborative manner.

## **TERMS OF REFERENCE REVIEW**

Recommendations for amendments shall be referred to the Commission for consideration.



## CONFIDENTIALITY POLICY

<b>Policy Number:</b>	BSA 004	<b>Version:</b>	1
<b>Drafted By:</b>	P Sinnott	<b>Commission Approved:</b>	
<b>Authorised by:</b>	CEO	<b>Review Date:</b>	May 2020

### 1. Policy Statement

The Basketball SA Commission is committed to high standards of ethical conduct and accordingly places great importance on confidentiality within the Commission and subsequent Subcommittees.

This policy has been developed to provide a framework for all Commission & Subcommittee Members to ensure the protection of information that is confidential, personal or relates to employment, commercial or legal matters. By accepting a position on any Basketball SA Inc. Subcommittee or Commission position, the content of this policy is applicable.

### 2. Policy

Commission & Subcommittee Members must keep confidential, all information pertaining to matters dealt with by the Board/Commissioners. This includes Commissioners meeting minutes and agendas, Subcommittee meeting minutes and agendas, reports to the Commissioners and associated documents, and information contained in those documents.

The obligation to maintain confidentiality continues to apply even after a person has left the Commission and/ or Subcommittee.

Maintaining confidentiality as a general rule will also help ensure observance by Subcommittee members/Commissioners of the following legal duty:

*A person who obtains information because they are, or have been, a member of the Commission and/or Subcommittee must not improperly use the information to:*

- *gain an advantage for themselves or someone else; or*
- *cause detriment to the organisation.*

If a request is made for access to one or more Commissioners Papers, other than by the members of the relevant Subcommittee/ Commissioners may on a case-by-case basis resolve to provide access to the document/s. In considering this request, the Commissioners will have regard to:

- the importance of maintaining confidentiality to facilitate effective Commissioners and/ or Subcommittee meetings;
- the importance of complying with the law – including privacy law - and recognizing that the law sometimes creates duties to disclose or protect information;
- whether the person requesting the document is a member, and the important role of members in holding the Subcommittee member/Commissioners accountable; and
- the need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations.

Nothing in this policy is intended to prevent the Commissioners from seeking confidential legal, accounting, financial or other expert advice from independent professionals to assist the Commissioners in carrying out its functions.

Any person (such as CEO or guest) who is not a member of the Subcommittee and/ or Commissioner but is present at a Commission meeting (or part of a meeting) must maintain in confidence all information obtained as a result of their participation in the meeting.

**Subcommittee/Commission Papers** means all written or electronic communications to Subcommittee member's/Commissioners including without limitation Subcommittee/Commissioners papers, submissions, minutes, letters, emails, memoranda, Commissioners committee and sub-committee papers and copies of other documents referred to in any of the above mentioned documents made available to the Board member/Commissioners as a Board member/Commissioners during his or her time in office.