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**Terms of Reference**

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| **For:** | Awards and History Committee | **Last reviewed:** | August 2021 |
| **Prepared:** | CEO | **Authorised:** | Commission |

**OVERVIEW**

The purpose of this document is to provide information pertaining to the duties and responsibilities of the Awards and History Committee. The Committee is a sub-committee of the Basketball SA Commission. Other supporting documentation will also be provided to assist in the fulfilment of the role as necessary.

The Awards and History Committee is an amalgamation of the Honours and Awards Committee and the History Working Group.

**BASKETBALL SA VISION**

We will:

* 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 Committee will be responsible to/for:

* Monitor the Award Framework consisting of the BSA Awards Policy, Basketball Australia Awards, Sport SA Awards.
* Duties as described in the BSA Awards Policy
* Administer the BSA Award Framework, including support to conduct presentations
* Review the BSA Awards Policy to ensure the methods of reward and recognition remain suitable to the needs of the sport and encompass all areas (member groups, participant groups)
* Promote and support the Awards Framework and related events
* Maintain a database of relevant achievements and contribution
* Consult widely with member groups regarding award nominations to external bodies such as Basketball Australia and Sport SA
* Develop a thorough archive of basketball’s history in SA
* Identify opportunities to connect the history with the present basketball community

**AUTHORITY**

The Committee is an advisory body. Recommendations of the Committee will be contained in the minutes.

Consensus of the Committee will be endorsed by majority in favour vote of those present at the meeting.

No action will be taken by the Committee (unless otherwise delegated with authority to act) until the CEO has provided approval.

**RECOMMENDATIONS**

The Chair of the Committee will present recommendations to the CEO. Decisions outside the CEO delegation will be forwarded to the next available Commission meeting.

**COMMUNICATION**

Communication by the Committee to Basketball SA staff or the Commission should be directed through the Chair to the CEO unless otherwise approved at a prior meeting.

**MEMBERSHIP**

The Committee shall consist of eight community based volunteers as follows:

* Chair
* Deputy Chair
* Up to 6 other members
* The Committee (with approval of the BSA CEO) will have the discretion to appoint up to 2 volunteers (above the composition of 8) without the need to circulate an expression of interest for the sole purpose of meeting diversity or community representation requirements.

Additionally, the Committee may have the following Basketball SA appointed members:

* Optional Commission representative
* Up to 2 staff members (one of whom will act as secretariat)

Members will be entitled to one vote each. The BSA CEO or Commission Chair may attend meetings at their discretion. The BSA CEO or Commission Chair will not be entitled to vote however will make the final decision as per their authority.

Membership to the Committee will not be governed by terms (length of service) and is on a voluntary basis.

Should the total existing volunteer membership exceed the volunteer membership composition defined in this Terms of Reference, individuals may continue to serve on the Committee until the individual resigns, however a vacancy will not be declared until composition falls below 8 volunteer members.

The Committee may (with agreement of the Chair and Deputy Chair) invite guests from time to time to provide information to meetings or assist with projects however they will not be recognised as members of the Committee and will not have any voting rights if attending a meeting of the Committee.

**APPOINTMENT PROCESS**

Expression of interest will be circulated to fill a vacancy. Members will be appointed by the CEO in consultation with the Chair and Deputy Chair.

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)
* representation of the key membership groups and basketball community
* Any other aspect of diversity that may be identified by the Commission from time to time

The Chair and Deputy Chair will be appointed by a vote of Committee members for a 1 year term commencing from 1 July. Chair and Deputy Chair must voluntarily nominate for the role. The Chair and Deputy Chair may renominate for the role each year that they are a member of the Committee.

**ROLE OF THE CHAIR**

* To ensure each member has opportunity to contribute equally in meetings
* To disseminate information between the Committee, BSA and the Commission
* To develop the meeting agenda in collaboration with the secretariat
* To chair the meeting in line with the agenda
* Coordinate voting processes within meetings
* Review minutes prior to distribution

**MEETINGS**

Meetings will be conducted once in every three month period.

Any member of the Committee may request additional meetings if required. Such a request should be directed through the Chair who will have the authority to decide if such a meeting is necessary.

**MEETING DAY AND TIME**

The regular meeting shall be held at a suitable time as agreed by the Committee.

**QUORUM**

No decisions/recommendations can be voted on if a quorum is not present. A quorum will be 50% of the membership plus one, and must include the Chair or Deputy Chair.

**CONFLICTS OF INTEREST**

Where members are deemed to have a real or perceived conflict of interest, those present will determine if they are excused from discussions and any vote regarding the issue where a conflict exists.

**AGENDA**

The agenda will be distributed via email 2 days prior to each scheduled meeting. Supporting documents (if any) should be delivered with the agenda. Any member wishing to add business to the agenda must inform the Chair.

Agenda items may be considered out of session by electronic circular resolution and should be provided to the next available meeting to recognise in the minutes. Circular Resolutions will be coordinated through the Chair and disseminated to all 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 51% of the replies received within the timeframe being in favour.

**MINUTES**

The minutes of each meeting shall be recorded by the secretariat. The minutes of the meeting shall be distributed to the Committee and BSA CEO within one week following the date of the meeting.

**CONFIRMATION BY THE COMMISSION**

The minutes shall be provided to the Commission for information at the next Commission meeting following distribution to the Committee.

**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 (Appendix A).

**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

|  |  |  |  |
| --- | --- | --- | --- |
| **Number:** | BSA 004 | **Version:** | 2 |
| **Revised on:** | June 2022 | **First Approved:** | November 2019 |
| **Authorised by:** | CEO | **Next Review Date:** | June 2025 |

**Purpose**

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.

**Scope**

This policy applies to Independent Commissioners, Appointed Commissioners, and sub-committee members. Any person accepting a position on a Basketball SA Inc. Subcommittee or Commission, the content of this policy is applicable.

The obligations in this policy to maintain confidentiality continues to apply after a person has left the Commission and/or Subcommittee.

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

**Definitions**

Commission – Board of Directors elected to govern the sport of basketball in South Australia

Commissioner – Director of the Board of Basketball SA. Independent Commissioners are elected by the membership, whereas appointed Commissioners are chosen by the Commission

Papers and Associated documents – for this purpose of this policy, a reference to papers or associated documents means all written or electronic communications to Subcommittee member’s/Commissioners including without limitation Subcommittee/Commissioners papers, submissions, minutes, letters, emails, memoranda, other documents made available to Commission/sub-committee members during his or her time in office.

Sub-committee – A committee with the delegation to make recommendations to the Commission.

***Throughout this policy, a reference to Commission will encompass Commission and Sub-committees***

**Policy**

The Basketball SA Commission is committed to high standards of ethical conduct and accordingly places great importance on confidentiality within the Commission and its Sub-committees.

In accordance with legislation, a person who obtains information because they are, or have been, a member of the Commission must not improperly use the information to:

* Gain an advantage for themselves or someone else; or
* Cause detriment to the organisation

Commission Members must keep confidential, all information pertaining to matters dealt with by the Commission. This includes:

* Commission meeting minutes and agendas and associated documents
* Subcommittee meeting minutes and agendas and associated documents
* Reports to the Commission
* Member information
* Trade secrets or undisclosed strategies

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

1. **Requests for Information**

A request for access to one or more Commission Papers (other than by the members of the relevant Subcommittee/Commission) must be directed to the CEO and/or relevant Chair to consider the request. In considering a request for information, regard will be given to:

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

The CEO or Chair may request legal advice in considering a request for information.

1. **Breach of Confidentiality**

A suspected breach of confidentiality should be reported to the CEO or Chair for investigation. If investigation indicates a breach of this policy, Basketball SA will consider (as deemed appropriate in each instance):

* Disciplinary procedures, or
* Termination of appointment, and/or
* Legal action

A Commissioner or sub-committee member may be asked to stand down from duty while the matter is investigated.

Reasonable suspicion may be deemed as adequate evidence should the breach result in serious detriment to the organisation.

**Additional Information**

* Commission Induction Manual
* Basketball SA Constitution
* BSA 001 – Commission Charter