

# Netball WA Award & Recognition Committee Terms of Reference

[Version 2019:01]



PROFESSIONALISM

COLLABORATION

INNOVATION

Our Netball Talent

Leading and developing our stakeholders through strong governance, workforce management and administration

## 1. Introduction

The Board of Netball WA (“NWA”) has established an Award & Recognition Committee (“the Committee”) to assist it with the development and implementation of NWA’s policy and processes for the various awards, recognition and achievement of the workforce (both paid and unpaid) and the historical recognition of netball in Western Australia.

The establishment of the home of netball at the State Netball Centre provides an unprecedented opportunity for the sport in Western Australia to recognise its past, its culture and build unity for the future.

This is the Terms of Reference of the Award and Recognition Committee.

## 2. Purpose

The Board of NWA (“the Board”) is responsible for the development of policy and processes for the provision of various awards, the establishment of recognition of our history and current workforce. The Committee is established to assist the Board in discharging these responsibilities.

The Committee’s role is to provide appropriate advice and recommendations to the Board, to assist the Board to fulfil the above-mentioned responsibilities.

The Committee’s role also includes assisting the Board in NWA’s award and recognition duties and exercising due care, diligence and skill in relation to:

- 2.1. NWA’s Life Memberships;
- 2.2. Establishment of policy and process for the recognition of past committee members, players and management;
- 2.3. Review of all Netball WA and West Coast Fever award policies and processes and assist in implementation of the same;
- 2.4. Establishment of historic recognition for presentation within the State Netball Centre;
- 2.5. Review and appropriate implementation of relevant recognition for bequeaths and donations to the organisation;
- 2.6. Establishment, review and compliance with all relevant policies and procedures for award and recognition within the organisation.

## 3. Authority

The Committee is empowered by the Board to perform the activities and pass resolutions relating to all its responsibilities set out in Section 6 of this Terms of Reference. In addition, the Committee is authorised to:

- 3.1 Investigate any activity it deems appropriate, consistent with its responsibilities and duties and will provide recommendations to the Board based on the outcome of its investigations;
- 3.2 Seek explanations and additional information from management of NWA, all of whom must co-operate with any request made by the Committee;
- 3.3 Carry out any activities, determinations, decisions or resolutions delegated by the Board to the Committee.

The CEO of NWA reports independently to the Committee. The Committee will have access to appropriate records, facilities and personnel of NWA for the Committee to discharge its responsibilities.

#### 4. Membership

The Board will appoint the members of the Committee and the Chair of the Committee (“Chair”). The Committee will be comprised of at least one member of the Board and up to four other members of the netball Community such as, but not limited to:

- A Past President or Past Director of Netball WA;
- Life members of Netball WA;
- Past Players of West Coast Fever /Perth Orioles;
- Representation from Coaching, Umpiring and/or Officiating.

In addition, the Committee will include the:

- CEO of NWA (“CEO”); and
- GM Community Netball (“GM - CN”).

The President of NWA may be a member of the Committee but must not be the Chair.

The Committee will appoint either the CEO or GM - CN as secretary of the Committee (“Secretary”).

Members will be appointed for a two-year term and can be re-appointed.

Any members of the senior management team of NWA, as requested by the Chair, are entitled to attend Committee meetings. The Chair may invite other members of management or external parties (as appropriate) to attend all or part of any Committee meeting.

#### Code of Conduct

As a member of the Board of NWA’s Award and Recognition Committee, a Committee Member should meet the following general standards:

- Respect the rights, dignity and worth of others;
- Be fair, considerate and honest in all dealings with others;

- Be professional in, and accept responsibility for, his/her actions;
- Make a commitment to providing quality service;
- Be aware of and maintain an uncompromising adherence to NWA's standards, Code of Conduct, rules and policies, values and behaviours;
- Operate within the official rules of the International Netball Federation (INF) and the All Australian Netball Association Limited (Netball Australia) guidelines that govern Netball WA.

The Board may, in its discretion, remove members of the Committee from time to time.

## 5. Meetings

### 5.1 Quorum & Voting

A quorum of any Committee meeting will be four members, of whom at least one must be a member of the Board and one must be a member of the Netball WA Executive Management. A duly convened meeting of the Committee at which a quorum is present shall be sufficient to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee. In the absence of the Chair, the remaining members of the Committee will elect one of their number as Chair of the meeting (subject to a quorum otherwise being present).

Each member will have one vote and the Chair will not have the casting vote.

Meetings may be held and resolutions passed by means of a conference call or similar communications equipment, or any other technology or process by means of which Board meetings may be held and resolutions passed under the provisions of the NWA Constitution and the Associations Incorporation Act 1987.

### 5.2 Frequency

The Committee will meet a minimum of four (4) times per year and more frequently if required, as determined by the Chair.

### 5.3 Calling Meetings

The Chair is required to call a meeting of the Committee upon request by either a Committee member, the CEO or the President of the Board. The Chair may otherwise call a meeting at his or her discretion.

The Committee or the Chair may invite non-Committee members to attend its meetings as deemed necessary from time to time in accordance with Clause 4.

The agenda (approved by the Chair) and supporting documentation should be delivered to the Committee members, where possible by the last day of the week preceding the meeting.

### 5.4 Conflicts of Interest

Committee members must disclose any conflicts of interest at the commencement of each meeting and the disclosure may be a standing one.

Where a Committee member or invitee is deemed to have a real or perceived conflict of interest, they must absent themselves from the Committee's discussions and voting on the issue.

Paragraph 4.3.1 (Conflicts of Interest) of the NWA Board Charter applies to Committee members in the same manner as it does to the Board.

## 5.5 Reporting

The Committee will:

5.5.1 regularly report to the Board, via the Secretary, on all matters relevant to the Committee's responsibilities; and

5.5.2 make appropriate recommendations to the Board for the approval of, or action by, the Board.

## 6. Responsibilities

The Committee in meeting its primary objectives should, without limiting the extent of its responsibilities, carry out the tasks and consider the various matters set out below:

### 6.1 Life Memberships

6.1.1 Recommendation to the Board on Life Membership criteria, nominations and recognition of the same.

### 6.2 Recognition of past Boards/Committees, players, management, coaches, umpires and officials

6.2.1 Establishment of criteria for Recognition across Boards, Committees, players, management, coaches, umpires and officials;

6.2.2 Establishment and recommendation of awards, gifts and acknowledgement of the same to the Board;

6.2.3 Review and monitor the administration of such awards and acknowledgment to ensure process is managed in line with agreed criteria.

### 6.3 Netball WA and West Coast Fever Awards

6.3.1 Monitor the administration of West Coast Fever and Netball WA Awards and the subsequent nomination process of each;

6.3.2 Review and make recommendations to the Board on any improvements/additions or deductions to the Netball WA and West Coast Fever Awards including criteria, nominations and recognition;

### 6.4 Recognition of netball's history in Western Australia

6.4.1 Review recommendations for Board approval to appropriately recognise Netball WA's history for display within the State Netball Centre;

6.4.2 Establish a recognition framework utilising the State Netball Centre assets;

6.4.3 Establish a program for the recognition of Netball WA's history in preparation of celebration of Netball WA's centenary in 2024, including events, documents, statistics, art and photography.

## 6.5 Recognition/Nomination

6.5.1 Identifying possible nominations for each of the following:

- Nominating for National awards, both sports and higher honours, e.g. Queens List for services to netball;
- Nominations for WA Sports Industry Awards;
- RAC Sports Star; and
- WAIS Hall of Fame.

## 6.6 Recognition of Bequests and Donations

6.6.1 Assist in the formation of appropriate policy and procedure to deal with the appropriate recognition and delivery of agreed requirements from bequests and donations to Netball WA.

## 6.7 Award and Recognition Policy and Procedures

6.7.1 Review and make recommendations to the Board on any improvements or the establishment of additional awards and/or recognition policy;

6.7.2 Review and make recommendations to the CEO on any improvements of the establishment of additional award and recognition procedures for the effective administration of the Award and Recognition policies;

6.7.3 Develop and implement a schedule and process for the ongoing review of NWA's Reward and Recognition policies and procedures.

## 6.8 General

6.8.1 Undertake any matters referred to the Committee by the Board.

# 7. Reviews

## 7.1 Review of Performance

To determine whether it is functioning effectively, the Committee will evaluate its own performance on an annual basis. This will include an assessment of the extent to which the Committee has discharged its responsibilities as set out in this Terms of Reference. The results of this review will be reported to the Board.

## 7.2 Review of Terms of Reference

The Committee will review its Terms of Reference every two years, or otherwise as it considers necessary. The Committee shall discuss any required changes with the Board and ensure that the Terms of Reference is approved by a resolution of the Board.