



Queensland Volleyball Beach Volleyball Committee

Terms of Reference

1. Name

The sub-committee shall be known as the “Queensland Beach Volleyball Committee” (QBVC).

The QBVC will report to the “Volleyball Queensland” (VQ) Board of Management (BOM) through the General Manager.

2. Purpose

The purpose of the committee is to;

- Help create, promote, and support the development, and retention of Beach Volleyball in Queensland.
- Be the communication conduit and sounding board between the beach volleyball community (players, promoters, coaches, referees etc) of Queensland and “Volleyball Queensland”.

3. Objectives

Develop, implement & monitor an annually reviewed plan that addresses the following objectives;

- Increase the number and quality of beach volleyball events held by Volleyball Queensland.
- Increase the number of players participating in the VQ beach volleyball events.
- To help bring a united culture between all of the beach volleyball community.
- To help develop beach volleyball training camps catered for beginner and intermediate level athletes.
- Develop and activate additional targeted recruitment strategies for high performance opportunities in Queensland affiliated with Volleyball Queensland including and not restricted to the Queensland Academy of Sport, and the new state based high performance centres.
- Identify and address barriers impeding the progress of beach volleyball in Queensland

4. Decision Making

- It is intended that the Committee will make recommendations based on consensus. If it is not possible to arrive at a consensus on a particular item, the recommendation to the VQ Board of Management should note the varied viewpoints.
- All committee members have voting rights.

5. Authority

- QBVC recommendations will be represented by the Convenor or nominated representative who is approved by the VQ BOM. These recommendations will then be presented to the VQ BOM for consideration.
- QBVC will help monitor, review, and make recommendations from all aspects in regards to the sport of beach volleyball in Qld associated with the VQ brand.
- The committee will be involved in helping VQ with the annual VQ beach volleyball player's awards.

6. Term of Committee

- There will be a set term of 2 years for each committee member.
- The committee will be appointed by VQ BOM from applications submitted by current VQ members.
- Any vacancies which occur, must be advised by the Chairperson/Convenor of the QBVC to the VQ BOM and will be advertised and appointed from nominations received by VQ.

7. Committee Structure

The Committee shall be comprised of at least the following members;

- One (1) Chairperson/Convenor who is appointed by the VQ BOM.
- Five (5) to Twelve (12) VQ members in addition to the Chairperson.

The committee shall comprise of no fewer than Five (5) and no more than Twelve (12) members not including the Chairperson.

- Committee members may cease to be a member from either
 - A recommendation from the QBVC, or VQ management and then endorsed by the VQ BOM, or
 - Directly from the VQ BOM. "Just cause" must be proven for a committee member to be relieved of their QBVC seat.

"Just cause" may include but not limited to:

1. Not attending regular meetings.
2. Not providing value to the QBVC.
3. Bringing VQ or the sport into disrepute.

8. Appointment of Members

- Nominations for the Committee will be accepted by VQ at any time.
- Persons can be self nominated, or can represent a group or organization
- Future member appointments are endorsed by the Committee and then referred for approval by the VQ BOM.

9. Chairperson/Convenor

- The QBVC will appoint a Chairperson/Convenor, Subject to VQ BOM approval.
- The Chairperson shall preside at all meetings.
- The Chairperson shall represent the QBVC and is expected to attend all QBVC meetings.
- The Chairperson will be required to report QBVC activities to the VQ BOM
- The Committee may elect a Deputy Chairperson, who shall act in the absence of the Chairperson.
- The term of office for Chairperson shall be two (2) years, with eligibility for reappointment for subsequent terms.
- The VQ BOM may remove the Chairperson or Deputy Chairperson from his or her respective offices if he or she fails to hold the confidence of the Committee.

10. Secretary

- Ensure meetings are effectively organised and minuted
- Maintain effective organization records
- Uphold legal requirements
- Ensure appropriate communication and correspondence is maintained

11. Meetings

For QBVC meetings, the following procedures shall apply;

- There shall be six (6) meetings per year on a bi-monthly basis or as otherwise determined by the Committee.
- Ideally the Committee shall meet via online methods such as skype.
- The Committee will decide the time and of its meetings.
- A special meeting of the Committee may be called, with at least 24 hours notice, by the Chairperson.
- The quorum for the meetings of the Committee shall be the simple majority of at least 3 (3) members not including the Chairperson.
- Agendas and notices of meetings shall be prepared and distributed via email 5-7 days prior to the meeting date.
- Minutes shall be prepared and distributed within seven (7) days after each meeting.

12. Absence from Committee Meetings

- A member ceases to be a member of the committee if the member has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences; or has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the members absences.

13. Attendance of Non Members

- The Committee may, at its discretion, allow non-members to attend meetings of the Committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

14. Support Services

VQ will assist the Committee by providing the following support services as required;

- A meeting venue (if required)
- Resources to enable the Committee to function effectively.
- Dissemination and correlation of information.

15. Changing of the Terms of Reference

- The terms of reference may only be amended upon recommendation from the QBVC, or VQ management, and endorsed by the VQ Board of Management.