

Volleyball Queensland Board of Management Sub Committee

Terms of Reference

February 2022, version 1

1. Authorisation

As outlined in the organisation's Constitution at rule 27, the Volleyball Queensland (VQ) Board of Management (Board) may appoint a subcommittee (Committee) consisting of members of the association considered appropriate by the Board to help with the conduct of VQ's operations.

2. (Sub) Committee Name, Purpose, Role & Powers

Is as stated in Appendix 1.

3. Committee Structure

The Committee ideally shall be comprised of the following members;

- a. No fewer than three (3) and no more than seven (7) members.
- b. A Chairperson who is an experienced in both the conduct of meetings and the subject and purpose of the Committee's work.
- c. If not full committee members, the VQ President and General Manager or their delegates if attending are ex officio members of the Committee.
- d. Ex officio attendees at meetings are not included in the quorum or entitled vote.
- e. VQ staff member/s who will assist the Committee in its work as advisers or take on roles such as secretary.
- f. 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.
- g. A member ceases to be a member of a 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.

4. Appointment of Members

- a. For committees of an ongoing nature, each year in February or thereabouts, the Board will consider the Committee's membership based on the rotation of approximately half of the members.
- b. Nominations for Committees of an ongoing nature will be open 'year round'.
- c. Committees of a short term/specific matter nature will be 'stood up' by the Board as and when needed by appointment of or a call for members.
- d. Those who nominate for the Committee will need to meet the *Member Skills, Knowledge, Experience and Bona Fides* as outlined in appendix 1.
- e. The VQ Board will seek to ensure diversity within each of its Committees.

5. Term of Committee Members

- a. For a period determined by the Board to suit VQ's operational needs and stated in appendix 1.

6. Chairperson

- a. The Board will appoint a Chairperson.
- b. The Board may delegate that to the committee the opportunity to determine a chairperson elect will be nominated by the Committee to the Board for consideration to appoint. Should this election not occur or fail to resolve a chairperson elect, the Board will appoint a Chairperson.
- c. The appointment of a Chairperson will be held following the periodic rotation and appointment of Committee members by the Board.
- d. The Chairperson shall preside at all meetings they attend, if not in attendance, the attending members will elect a Chairperson for that meeting.

- e. The Chairperson shall represent the Committee and will be required to report Committee activities to the Board.
- f. The Board may remove the Chairperson from his or her respective office should they fail to hold the confidence of the Committee.

7. Meetings

The following procedures shall apply for Committee meetings;

- a. The number of meetings of the Committee is as stated in Appendix 1.
- b. While the Committee will decide the time, date and location of its meetings they must be scheduled annually or as requested by the VQ General Manager (GM).
- c. Meetings may occur face to face or by electronic means.
- d. An agenda is to be produced and circulated by the Chairperson.
- e. The quorum for the meetings of the Committee shall be the simple majority of at least 50% of the Committee members.
- f. Determination of motions will be a simple majority of at least 50% of the Committee members in attendance. The Chairperson has no casting vote.
- g. 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.
- h. The Committee will structure its administration such as meeting minutes, task allocation, working groups as it sees fit under the broad direction of the Chairman.
- i. Meeting minutes are to be provided to the VQ GM as soon as produced, no later than three weeks after each committee meeting.

8. Review of the Terms of Reference

- a. The Committee will review at least annually, the terms of reference and recommend to the Board for approval any appropriate amendments.
- a. The terms of reference can be amended by the Board as it requires.

Terms of Reference Administration

- a. This policy is for general publication.
- b. This policy is subject to review of the Board at any time.
- c. Version control

Date	Mode	Item/Action
February 2022	Board Meeting	Policy considered

Appendix One

A. Name

The name of the (Sub) Committee is the Queensland Beach Volleyball Committee (QBVC).

B. Purpose

The purpose of the Committee is;

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

C. Term of Committee Members

- a. Members of the Committee shall serve for a two-year period.
- b. There is no limit to the number of terms a committee member may serve.

D. Role of the Committee

Assist in the development, implementation & monitoring of an annually reviewed plan that addresses the following objectives to:

- a. Increase the number and quality of beach volleyball events held by Volleyball Queensland.
- b. Increase the number of players participating in the VQ beach volleyball events.
- c. To help bring a united culture across the beach volleyball community.
- d. To help develop beach volleyball training camps catered for beginner and intermediate level athletes.
- e. 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.
- f. Identify and address barriers impeding the progress of beach volleyball in Queensland.

E. Number of Meetings and Frequency

- a. There shall be a minimum six (6) meetings per year the schedule of which will be determined by the Committee in consultation with the VQ General Manager.

F. Powers

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

G. Committee Member Skills, Knowledge Experience and Bona Fides

- a. Committee members must;
 - i. Be current members of VQ.
 - ii. Be individuals who hold current Working with Children Check Blue Cards, linked to VQ.
- b. The Committee shall be comprised of the following members;
 - i. The Chairperson who is appointed by the VQ BOM.
 - ii. Up to six additional members with a background in beach volleyball across all its facets.