

## WOMEN IN TRIATHLON COMMITTEE TERMS OF REFERENCE

Date: JUNE 2020

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### ROLE:

The Triathlon Western Australia Women in Triathlon Working Group (Committee) is a subcommittee that provides advice to the Triathlon WA Board (TWA).

The committee aims to develop policies and initiatives to promote and advance female triathlon participation throughout WA.

### FUNCTIONS:

The key functions of the committee are, but not limited to:

- I. To develop TWA's Gender Diversity Case for Change project
- II. Advise on creating a culture that is attractive for Women to participate in triathlon and events in WA
- III. Advise on strategic direction of diversity and inclusion for TWA
- IV. Advise on increasing the number female members for TWA
- V. Advise on regulations for Women's events
- VI. Advise on increasing the number of Women within the sport of triathlon (eg: members, coaches, high performance athletes, official)
- VII. Advise on creating a culture that is attractive for Women to participate in the management and Governance of TWA
- VIII. Seek input and feedback from the triathlon community to form opinions on topics presented to the committee for feedback.
- IX. Make recommendations to the Board of TWA via the ED with Meeting minutes and associated reports.
- X. Provide feedback to be recommended to Triathlon Australia representatives on appropriate matters.

### MEMBERSHIP:

(a) The Committee shall be composed of no less than 5 and no more than 7 members appointed by the TWA board.

(b) One Director of TWA board may be included on the Committee

(c) A Chairperson will be selected by the Committee

(d) The term of the position is for 2 years

(e) The Committee is an advisory Committee. It does not have any executive or decision-making powers. The Committee formulates recommendations to the ED of TWA.

### REQUIREMENTS FOR MEMBERS (Criteria)

Committee members will be able to demonstrate experience in some of the following:

- I. Knowledge and understanding of the needs and issues relevant to women's participation in sport and leadership
- II. An interest and involvement in local and/or broader community engagement, advocacy, networks or activities
- III. The ability to contribute to the strategic development of gender equity initiatives
- IV. Direct links to local triathlon community (participation, officiating, administration,

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- coaching etc)
- V. Experience and/or understanding of the role of an advisory committee
- VI. Marketing or business development within not-for-profit organisations

## MEETINGS

Meetings to be held at a minimum 4 times per financial year, unless otherwise recommended by the Committee. Meetings may take place in person, via tele-conference or another electronic medium. This will be coordinated by the Chair

The Chair may call a special meeting of the committee to be held either in person or via teleconference, with members being given at least seven days' notice of the meeting.

The Chair must:

- I. ensure all items are referred for additional advice to appropriate other subcommittees of TWA, where appropriate;
- II. ensure all discussion items end with a decision or action;
- III. nominate an acting-chair from the committee to act in the Chair's place, as required.

A quorum of 4 members must be present before a meeting may proceed; including the Chair (or nominated acting-Chair).

At a subsequent meeting, the minutes should be checked and endorsed by the Committee, and signed by the chair as an accurate record of the meeting.

## SECRETARIAT SERVICES:

TWA will provide administrative support to the Chair of the committee for the operational aspects of the Working Group.

## REPORTING REQUIREMENTS

The minutes of the Committee meetings are to be included in the agenda of the next available Board meeting, and the Committee chair will brief the Board on all significant matters discussed at the Committee meetings. The Chair will also be required to report back to the board as required by the annual agenda.

## CONFIDENTIALITY

All business of the committee that members should understand is confidential must be treated as confidential. Members are not to disclose any confidential information to anyone outside the committee and are to treat this material with the utmost care and discretion.

## CONFLICT OF INTEREST

The guidelines set out in TWA's Board Charter or approved by the Board from time to time relating to declaring and dealing with conflicts of interests at a Board level will apply to this Committee.

## AMENDMENTS

- (a) The Committee may review these Terms of Reference at any time.
- (b) The Committee may recommend that these Terms of Reference be altered.
- (c) The recommended alteration takes effect on approval by TWA Board.

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