



## **State Representative Sub - Committee**

### **Terms of Reference**

#### **Function**

The role of the Sub-Committee is to ensure that SWA have representative teams in all national championships and invitational events.

#### **Objectives**

1. Define criteria for coaching and support staff positions.
2. Advertise and interview applicants for all coaching and support staff positions.
3. Recommendation of all applicants to the Board for approval
4. Assist with the coordination of team selection, presentations and functions
5. Develop and ensure appropriate Code of Behaviour is implemented for all travelling members
6. Recommend guidelines and policies regarding interstate travel e.g.- parties involved, apparel, behaviour etc.

#### **Authority**

To oversee the state representative program for all teams and ensure compliance with approved policies and budgets.

The committee shall not commit SWA to any agreement with a third party, either financially or in any other manner. These decisions are the sole responsibility of the SWA Board.

#### **Membership**

1. SWA State Representative Sub - Committee will comprise of a minimum of one (1) SWA Board Member and a minimum of one (1) external person.
2. The Committee shall be chaired by an appointed SWA Board Member.
3. The CEO will provide a Secretariat to the Committee.
4. For special projects the SWA has the power to co-opt other members who may be SWA Board Members, staff or other external experts as required.
5. The Committee members shall be appointed annually.

#### **Meetings**

Meetings at a minimum of three (3) times per year, called by Chair or CEO

1. Quorum to be 3 members
2. Minutes to be taken and reported to SWA Board
3. Agenda and notice to be provided
4. Committee business may be conducted by email, including decisions



### **Evaluation of Committee Effectiveness**

Annually the Committee will undertake a self evaluation of effectiveness. The following matters will be considered:

1. These Terms of Reference
2. The composition of the Committee
3. The performance of respective members of the Committee.