



# Gippsland LEAGUE



March 2017

## Terms of Reference

This document outlines the roles and responsibilities of the Gippsland League Advisory Committee.



# Gippsland League – Advisory Committee

## TERMS OF REFERENCE

### 1. BACKGROUND

In light of changes to AFL Gippsland's structure to be implemented in 2016/17, and recommendations made as part of the 2015/16 Senior Football 'Review, AFL Gippsland has recognised a need to develop a Advisory Committee to provide guidance, advice and support to senior management of AFL Gippsland and Netball Victoria and the Commission of AFL Gippsland in relation to the continued development of the Gippsland League.

This Committee will refer to the Region General Manager of AFL Gippsland and the Regional Development Manager Netball Victoria and will be a subcommittee of the current AFL Gippsland Commission. They will represent the interests of the Gippsland League (GL).

### 2. TITLE

Gippsland League Advisory Committee

### 3. PURPOSE

The Gippsland League Advisory Committee ('Committee') will represent the best interest of football and netball in Gippsland. The Committee will provide leadership and direction in relation to competition management and priorities for football/netball and provide guidance and support to AFL Gippsland and Netball Victoria operations.

#### 4. FUNCTION

The function of the Committee shall include –

- 4.1 Provide opinion and insight into the competition management of the football/netball as presented by the AFL Gippsland Region General Manager and Regional Development Manager Netball Victoria, and other staff as required;
- 4.2 Work in conjunction with AFL Gippsland and Netball Victoria: to develop strategies and plans for the future operations of the GL and support the annual management of the competition.
- 4.3 Provide feedback and evaluate the delivery of AFL Gippsland and Netball Victoria community programs and competition management.
- 4.4 Support the Region Commission and Netball Victoria in implementing state wide rules and regulations.
- 4.5 Provide a forum for clubs and other key stakeholders to provide input and feedback on issues of football and netball in the GL.
- 4.6 Facilitate shared learnings between the football/netball leagues in Gippsland on governance, competition management and game development matters.
- 4.7 Support the promotion of community football/netball throughout Gippsland.
- 4.8 Formulate plans and proposals for AFL Gippsland and Netball Victoria to consider, that may improve the operations of the GL or participation in the region.
- 4.9 At times provide hands on assistance at major events of the GL.
- 4.10 Attend monthly meetings of the GL Advisory Committee.
- 4.11 Ensure that all members of the Advisory Committee consider the best interests of both football and netball.
- 4.12 Work closely with the tribunal of the GL to ensure that there are sufficient processes in place.

## 5. MEMBERSHIP

- 5.1 The Committee shall be comprised of up to 5 Committee members.
- 5.2 The initial Committee will be comprised as follows;
- Have skill and expertise required to achieve the purpose statement
  - Be prepared to accept a role within the Committee with designated responsibilities
  - Be available to attend meetings as scheduled
  - Be expected to consult broadly and be appropriately informed on all agenda items
  - Uphold confidentiality as may be required from time to time
  - Display no member based representation or bias

The following representation shall form the GL Advisory Committee:

| ADVISORY COMMITTEE POSITIONS   |  |
|--|--|
| Chairperson  |  |
| Assistant Chairperson  |  |
| Operations Liaison   |  |
| 2 other roles as determined by Committee and<br>AFL Gippsland and Netball Victoria |  |

- 5.3 The AFL Gippsland Region General Manager will nominate AFL Gippsland representatives to attend all meetings. The Netball Victoria Regional Development Manager will nominate representatives to attend all meetings
- 5.4 Meeting procedures to be determined by the Chairperson.
- 5.5 There are no proxy attendees at these Committee meetings.
- 5.6 Committee members will cease to be a member if they:
- Resign from the Committee
  - Fail to attend 3 consecutive meetings without providing a reasonable explanation in the view of the Chairperson
  - Breach confidentiality, including speaking to any media when not authorised to do so
  - Removed by AFL Gippsland if in the opinion of AFL Gippsland the Committee member has brought the game of Australian Football, Netball, AFL Gippsland or Netball Victoria into disrepute and/or has not acted in the best interests of AFL Gippsland or Netball Victoria.

## **6. POSITIONS**

6.1 A Committee member may hold a position on this Committee for up to 3 years, after which they must be up for re-election. AFL Gippsland will appoint all roles on a yearly basis.

6.2 A Committee member may be elected/appointed for a further term.

## **7. CHAIRPERSON**

The Chairperson will be one of the Committee members and shall be appointed by AFL Gippsland for a period of 12 months. Their responsibilities include:

- Assisting in the scheduling meetings and notifying Committee members.
- Inviting specialists to attend meetings when required by the Committee.
- Guiding the meeting according to the agenda and time available.
- Ensuring all discussion items end with a decision, action or definite outcome.
- Act as the conduit with the AFL Gippsland Commission, Netball Victoria and management to communicate the views of the Committee.
- Review and approve draft minutes before distribution.

## **8. ASSISTANT CHAIRPERSON**

The Assistant Chairperson will be one of the Committee members and shall be appointed by AFL Gippsland for a period of 12 months. Their responsibilities include:

- In the event of the Chairperson being unable to fulfill his/her duties to step into that role
- In the absence of the Chairperson, chair Committee meetings ensuring that they are run efficiently and effectively
- Assist the Chairperson in deciding which matters are dealt with by the AFL Gippsland Commission or Netball Victoria.
- Represent the League at meetings and forums as agreed with by the Chairperson
- Other duties as nominated by the Chairperson and/or Advisory Committee

## **9. OPERATIONS LIAISON**

The Operations Liaison will be one of the Committee members and shall be appointed by AFL Gippsland for a period of 12 months. Their responsibilities include:

- Coordinate the GL Interleague representation for football and netball

- Work with AFL Gippsland and Netball Victoria to monitor the accredited coaches and identify coaches for further development
- Develop and maintain an effective network of communications and act as a mentor and advisor to all clubs, coaches and players.

## **10. OTHER ROLES**

The remaining roles will be determined by the 5 person Committee at the inception stages of the Committee in conjunction with AFL Gippsland and Netball Victoria.

## **12. OPERATIONS COORDINATOR**

The role of Operations Coordinator is an AFL Gippsland employee, and they will attend all meetings. Their responsibilities will include:

- Preparing agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda.
- Distributing agenda one week prior to the meeting.
- Taking notes or proceedings and preparing minutes of the meeting.
- Distributing the minutes to all committee members one week after the meeting.
- The minutes shall be checked by the Chairperson and accepted by Board members as a true and accurate record at the commencement of the next meeting.
- Ensure that a financial update report is tabled at each of the meeting of the GL.
- Other administrative tasks in relation to competition management as directed by the Region General Manager.
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## **13. MEETINGS**

Meetings shall be held at least once per month during football/netball season and as determined by the Committee. The Chairperson may also hold meetings of the Committee in conjunction with AFL Gippsland as required.

## **14. REVIEW OF TERMS OF REFERENCE**

A review of these current 'Terms of Reference' may occur as required due to changes in circumstances or the needs of all Committee members. Any changes can only be made with the agreement of AFL Gippsland.