



REPRESENTATIVE ADVISORY SUB-COMMITTEE OF THE SHOALHAVEN BASKETBALL ASSOCIATION BOARD

TERMS OF REFERENCE

1. PURPOSE

The Representative Advisory Sub-Committee (the Committee) will represent and assist the Shoalhaven Basketball Association (SBA) Board in fulfilling its oversight and responsibility to the Members relating to discharging the relevant Objects set out in the SBA Constitution.

To that end, this Committee is established solely to assist the Board with its oversight responsibilities relating to the following object under section 3(a) of the SBA Constitution -

- a. Conduct, encourage, promote, advance and administer basketball throughout the Local area.

As it relates solely to the:

- a. Senior Representative Program; and
- b. Junior Representative Program.

2. COMMITTEE AUTHORITY

The SBA Board delegates no decision-making power to the Committee. The Committee will make recommendations to the SBA Board for its consideration and determination.

3. COMMITTEE RESPONSIBILITIES

- a. Review and recommend any changes to the uniform regulations for the management and playing basketball in the Senior and Junior Representative Program;
- b. Recommend any recipients for prizes, awards or distinctions for teams and players following the completion of the Senior and Junior Representative Program; and
- c. Elevate awareness of the representative program and the player development program including the Tigers Academy.

4. MEETINGS

The Committee will meet a minimum of 4 times between February and November each year in the week prior to the monthly Board meeting and should be kept to a reasonable duration. Additional meetings may be called as required.

The Chair of the Committee will report to the Board regarding any proposed Committee recommendations for its consideration.

5. COMMITTEE MEMBERSHIP

The Committee members will be appointed by the Board. The Committee will have up to a maximum of five (5) members. The composition of the Committee may include:

- a. SBA Directors;
- b. SBA Staff; and
- c. SBA Member volunteers.

SBA Member volunteers may submit expressions of interest to join the Committee to the Chair of the Board for review with the goal of appointing a diverse skillset while minimising conflicts of interest.

The Chairperson of the Committee shall be a Board Member appointed by the Board.

The Committee will be established on an annual basis during the last quarter of the year (October - December).

6. ACCOUNTABILITY

- a. Accountable to the SBA Board; and
- b. Adheres to the SBA Constitution Vision, Mission & Values and the guiding principles in the SBA Strategic Plan.

7. RESPONSIBILITIES

- a. Support the provision of a high-quality Representative Program;
- b. Liaise with the Coach Advisory Sub-Committee regarding the SBA coaching program and with other SBA Sub-Committees;
- c. Support activities to maximise fundraising and sponsorship opportunities for the Representative Program;
- d. Support the efficient running of representative events such as trials and Senior rep game days as required;
- e. Inform and empower Senior and Junior representative teams and players to seek sponsorship;
- f. Foster community and links between the SBA Representative Program and domestic activities;
- g. Submit a calendar of key events and proposed dates to the Board to enable effective planning and timely communication with members;
- h. Liaise with the SBA staff to facilitate and promote Committee activities; and
- i. Adopt and promote 'best practice' within SBA to deliver outstanding customer service to members.

8. SUPPORTING DOCUMENT EXAMPLES AVAILABLE

- a. Agenda;
- b. Board Report (example of layout and content);
- c. Annual AGM Report (example of layout and content); and
- d. SBA Communications Briefing form.

9. POSITION RESPONSIBILITIES

The identified roles are responsible for, but not limited to, the key items below.

Committee Chairperson (Board Member)

- a. Chair Committee meetings; and
- b. Follow the Strategic Plan, policies, by-laws and procedures of SBA.

Committee Secretary

- a. Convene, organise, record and distribute minutes of Committee meetings;
- b. Prepare meeting notices and Agenda with the assistance of the Chairperson;
- c. Receive and process correspondence;
- d. Provide all details of events and programs requiring communication in a timely manner using the SBA Communications Briefing form; and
- e. Communicate court booking requirements to SBA staff.

Committee Members

- a. Attend Committee meetings;
 - a. Assist with distribution of digital communications and flyers for Representative activities;
 - b. Organise Representative presentation event/s;
 - c. Organise trophies/medals for Representative presentation event/s;
 - d. Monitor the health and professionalism of the Representative program;
 - e. Identify non-participation by Representative players in Domestic competition;
 - f. Network with SBA parents/members to increase participation in volunteer roles; and
 - g. Maintain a positive presence within the SBA community.

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