



BASKETBALL WA

Terms of Reference Female Participation & Engagement Advisory Group

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1 Authority

The BWA Female Participation & Engagement (FPE) Advisory Group has no decision-making capability but is empowered to provide considered advice to the Chief Basketball Officer (CBO) in its area of responsibility as described in this Terms of Reference. Advice is provided to the CBO (or if the CBO is the chair, the CEO) via the Chair.

2 Purpose

This Advisory Group is established to assist in advancing BWA's strategic direction as it relates to female participation, engagement and development, as well as any directed areas of focus. This Advisory Group reports to the CBO.

3 Roles and Responsibilities

The key roles and responsibilities of the FPE includes the following:

- Provide advice the BWA CBO (via the Chair) on all facets of Female Participation and Engagement, including but not limited to, participation, engagement, recruitment, development, retention, promotion and marketing, well-being, leadership and culture (including First Nations and Indigenous people).
- Promote ways to improve research and innovation within the Female Participation and Engagement space.
- Consider the advancement of BWA's strategic objectives and annual operational/action plans for all female participation and engagement, when providing advice,
- Alignment to the FPE action plan,

In carrying out its responsibilities, the FPE will:

- Ensure alignment to BWA's relevant FPE review procedures,
- Consider cross-departmental (and other Advisory Group) implications of advice,
- Use best endeavours to ensure an in-depth understanding of female participation and engagement in Western Australia, including attending operational activity where possible,
- Act in the best interest of basketball in Western Australia while aligning with BWA's Strategic Plan.

The Advisory Group members will be tasked with specific areas of focus comprising any number of the roles and responsibilities (Section 3) from the CBO to the Chair. From time-to-time, the CBO may request advice from the Advisory Group that is not covered by this Terms of Reference.

4 Relations with Management

The Advisory Group must maintain effective working relationships with the BWA executive team, managers and relevant stakeholders.

5 Membership

Membership comprises of:

- a) Up to three (3) appointed positions by BWA,
- b) BWA Community Development Officer (or delegate),
- c) BWA Participation Coordinator (or delegate) and
- d) BWA Participation Officer (or delegate).

The BWA CBO may attend meetings and will serve as a seventh member of the FPE when in attendance.

FPE appointments to section 6 (a) will be made by the CBO, in collaboration with the chair, who will take into consideration appropriate diversity of skills and experience in the membership of the FPE. Of the three (3) positions appointed by BWA, the CBO will use best endeavours to ensure there is representation from affiliated associations, a mix of genders, and subject-matter expertise in the female participation functions outlined in section 3.

Of equal importance is an appropriate growth mindset, capacity to collaborate and engage in respectful and robust discussion and consider female participation approaches that may be both aligned or contrary to the member's preferred method of operation.

BWA may engage appropriate candidates and encourage them to apply for the role of an advisory member through the defined method of application. BWA management who are not members of the FPE may attend meetings and provide input at the request of the CBO.

6 Term

All appointed Members' terms will be no longer than the date of appointment until 30 September of the second year after appointment. The BWA CBO may appoint, remove, or replace the members of the Advisory Group at any point prior to this date.

The BWA staff positions (Section 6 b, c & d) are on-going appointments, unless unendorsed by the BWA CBO. Any delegates are designated by the CBO or the Chair.

7 BWA Community Development Officer

The CDO (or delegate) will act as secretary to the FPE:

The secretary shall:

- Assist the Participation Officer in the preparation of reports for meetings in consultation with relevant BWA teams,
- Create and distribute agendas and minutes,
- Be responsible for annual operational plans for input from the FPE and,

8 BWA Participation Officer

The Participation Officer shall:

- Work with the High-Performance team (and Advisory Group) to incorporate the high-performance components into the annual BWA Female Participation operational plan for input from the FPE,
- Act as the conduit between high-performance and female participation and,
- In the absence of the Participation Officer, a delegate will be established by the CBO who is responsible for the responsibilities listed above.

9 BWA Participation Coordinator

The Participation Coordinator (or delegate) will act as Chair (10) of the FPE.

In addition to the Chair's responsibilities (10), the Participation Coordinator shall:

- Create the annual BWA Female Participation action plan for input from the FPE,
- Work collaboratively with the Participation Officer, High-Performance team and associated Advisory Group to ensure mutual alignment with high-performance as it relates to female participation and engagement,

10 FPE Chair

The FPE Chair shall:

- SThe Participation Coordinator (or delegate),
- Be the conduit for advice to the CBO,
- Provide the secretary with the appropriate information to create and distribute agendas and minutes of the FPE in a timely way, inclusive of approving the minutes,
- Prepare reports of each Advisory Group meeting for the CBO in the prescribed format,
- Liaise with the CBO on confirming the annual meeting schedule, standing agenda items and strategic areas of importance for the FPE,
- Seek endorsement from the CBO on next steps with the determined advice from any FPE meeting,
- Prepare the report of the Advisory Group's annual self-evaluation for the CBO,
- Ensure all discussion items align with these Terms of Reference and
- Circulate material decisions that arise from the advice provided by the Advisory Group to relevant internal or external parties and stakeholders in a method determined by the CBO. The Chair may delegate this responsibility to another member as needed.

11 Meetings

The FPE will meet as required, with an annual schedule. Agendas will be circulated at least seven days in advance, and minutes will be distributed within seven days post-meeting (via the secretary).

12 Quorum

A quorum shall consist of at least three members, of which at least one must be a BWA staff member and an appointed member. If all BWA team members are unavailable, the CBO may elect to temporarily replace them to ensure a quorum, and operations continue as normal. Members may attend meeting via electronic link.

13 Conflict of Interest

Members must declare any actual, perceived, or potential conflicts of interest. Engagement in associations is not inherently a conflict unless other factors arise.

14 Reserved Authorities

The FPE shall not:

- Approve or request expenditure on related activities, or
- Commit BWA to any agreement.

15 Code of Conduct, Policies, Procedure and Guidelines

Members are bound by BWA values, policies, and procedures. All members must sign a BWA Advisory Group Code of Conduct acknowledgment.

16 Evaluation and Review

The FPE will conduct an annual self-evaluation covering:

- Compliance with these Terms of Reference and any approved amendment to this TOR.
- Composition and performance of the group.
- Achievement of any KPIs.

Revisions to this document require approval by the BWA CEO.

Any items not materially addressed in these Terms of Reference will be referred to the BWA CBO for a decision.