



**BASKETBALL WA**

# **Terms of Reference Performance and Pathways Advisory Group**

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## 1 Authority

The BWA Performance and Pathways (P&P) 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 delegate).

## 2 Purpose

This Advisory Group is established to assist in advancing the strategic direction of BWA's Performance and Pathway programs, and any directed areas of focus (with emphasis on players and coaches).

## 3 Roles and Responsibilities

The key roles and responsibilities of the P&P includes the following:

- Consider the advancement of BWA's P&P Strategic Plan and annual operational plans, when providing advice;
- Ensure advice considers athlete and coach well-being, engagement, performance/development, as well as leadership and culture, and process/policy advice;
- Support participation and engagement of First Nations and Indigenous people, multicultural athletes, athletes with a disability, and those from regional/remote areas, addressing barriers where they exist;
- Promote ways to improve research and innovation within the Performance and Pathways space; and
- Alignment to the P&P internal dashboard, annual operational plans, and success markers as defined in the Performance and Pathways strategy.

In carrying out its key roles and responsibilities, the P&P will:

- Ensure alignment to BWA's relevant Performance and Pathway review procedures (or equivalent);
- Consider cross-departmental (and other Advisory Group) implications of advice;
- Use best endeavours to ensure an in-depth understanding of performance and pathways operations in Western Australia, including attending operational activity where possible;
- Support the P&P vision and values of excellence, accountability, diversity, passion and connection; and
- 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 time-to-time, the CBO (or delegate) 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 five (5) appointed positions by BWA, of which at least one is not currently aligned to an affiliated association in an official role;
- b) BWA GM Performance and Pathways (or delegate); and
- c) BWA Chief Basketball Officer (or delegate).

P&P appointments to section 5 (a) will be made by the CBO, who will take into consideration appropriate diversity of skills and experience in the membership of the P&P. Of the five positions appointed by BWA, the CBO will use best endeavours to ensure there is consideration of diversity and subject-matter expertise in the Performance and Pathways 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 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 P&P 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. They may be re-appointed following term expiry. The BWA CEO may appoint, remove, or replace the members of the Advisory Group at any point prior to this date.

The BWA staff positions (Section 5 b & c) are on-going appointments, unless unendorsed by the BWA CEO. Any delegates are designated by the CEO.

## 7 General Manager Performance and Pathways (GMPP)

GMPP will act as secretary to the P&P.

The secretary shall:

- Assist the Chair in the preparation of reports for meetings in consultation with the Performance and Pathways team;
- Prepare the report of the Advisory Group's annual self-evaluation;
- Create the annual BWA Performance and Pathways operational plan for input from the P&P; and
- Create and distribute agendas and minutes.

## 8 Chief Basketball Officer

The Chief Basketball Officer (or delegate) will act as Chair (9) of the P&P.

In addition to the Chair's responsibilities (9), the CBO shall:

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- Ensure the P&P members are provided regular communications to ensure they are adequately informed on any updates on Performance and Pathways in real time;
  - Approve the annual BWA Performance and Pathways operational plan for input from the P&P.

## 9 P&P Chair

The P&P Chair shall:

- Be the CBO (or delegate);
- Provide the secretary with the appropriate information to create and distribute agendas and minutes of the P&P in a timely way, inclusive of approving the minutes;
- Approve reports of each Advisory Group meeting in the prescribed format;
- Confirm the annual meeting schedule, standing agenda items and strategic areas of importance for the P&P;
- Seek endorsement from the CEO to proceed (or not) with the determined advice from any P&P meeting;
- 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. The Chair may delegate this responsibility to another member as needed.

## 10 Meetings

The P&P will meet as required, with an annual schedule. Meeting agendas will be circulated at least seven days prior, and minutes will be distributed within seven days post-meeting (via the secretary).

## 11 Quorum

A quorum shall consist of at least four members, of which at least one must be a BWA staff member and an appointed member. If BWA staff members of the Advisory Group 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.

## 12 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.

## 13 Reserved Authorities

The P&P shall not:

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

## **14 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.

## **15 Evaluation and Review**

The P&P 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.