



Participation Development Committee Terms Of Reference

Purpose

The Participation Development Committee provides support to SV in the delivery of development programs to coaches and athletes across clustered Member Associations.

Key Result Areas

The key responsibilities of the Participation Development Committee are identified in SV's Business Plan, and broadly encompass the delivery of a 'skills development program' with activities for coaches and athletes across clustered Member Associations.

Membership

The Participation Development Committee will comprise:

- A Chair, appointed by the Board
- Up to four Cluster Coordinators
- Maximum of three other general members
- SV Staff as required

All members must be financial Members of Softball Victoria.

Meetings

The Participation Development Committee will meet a minimum of four times annually, and at the direction of the Chair or Executive Officer.

Meetings will be scheduled with a minimum of four weeks' notice.

An Agenda set by the Chair in consultation with the EO, will be circulated at least one week prior to the scheduled meeting, along with all supporting documentation.

Minutes will be distributed within the week following the meeting. The Chair is responsible for ensuring a committee member is able to minute the meeting.

A quorum consists of at least 3 members, of which one must be the Chair.

Decisions will be reached on a simple majority basis. All decisions must be approved by the EO, in accordance with the Business Plan. Any recommendations for activities outside the scope of the Business Plan will be submitted to the EO who will present them for Board approval.

Delegated Authority

The Participation Development Committee has authority to make decisions to implement the approved work plan within the constraints of the budget. A list of decisions are required as part of the reporting process to the EO.

Within reason, expenses incurred, whilst undertaking allocated tasks, by Committee members will be met by SV, providing prior approval is obtained from the EO before incurring the expense/s. Reimbursement will be paid upon approval by the EO and in accordance with relevant SV financial policies.

Committee members should not purchase items and/or charge to SV for payment, receive any funds on behalf of SV or enter into any agreement/s without the prior authority of the EO.