



Standing Committee

Terms of Reference

Approved by the Board on 27 February 2024

1.	Purpose	3
2.	Composition.....	3
2.1	Number of Members.....	3
2.2	Insufficient Number of Members	3
2.3	Election of Chair.....	3
2.4	Election of Deputy Chair	3
2.5	Attendance of Football West Staff.....	3
2.6	Standing Committee Secretary	3
3.	Game Development Committee.....	4
3.1	Role of the Game Development Committee.....	4
3.2	Decisions of the Board.....	4
4.	Functions	4
4.1	Matters Referred by the Board, Game Development Committee and CEO.....	4
4.2	Advice and Recommendations.....	4
5.	Obligations.....	4
5.1	Agreement to be Bound by Regulatory Framework.....	4
6.	Meetings.....	4
6.1	Chair to Preside over Meetings.....	4
6.2	Arrangements if the Chair does not Preside	4
6.3	Frequency of Meetings.....	5
6.4	Quorum	5
6.5	Invited Guests.....	5
6.6	Preparation of Agenda	5
6.7	Minutes Taken by Secretary	5
6.8	Approval of Minutes.....	5
6.9	Approved Minutes to be Presented to the Game Development Committee	5
7.	The Role of the Chair	5
7.1	Presiding over Meetings.....	5
7.2	In Between Meetings.....	6
8.	Reporting.....	6
8.1	Requirement for a Report at the End of each Season.....	6
8.2	Function of the End of Year Report.....	6

1. Purpose

The Standing Committee has been established to advise the Football West Board and Chief Executive Officer (CEO) on matters relating to its purview.

These Terms of Reference establish the operating parameters of the Standing Committee. They may be amended by the Board as required to reflect the changing nature and environment of the Company and of football in Western Australia.

2. Composition

2.1 Number of Members

The number of Members on each Standing Committee is stipulated in the Football West By-Laws.

2.2 Insufficient Number of Members

Should any Standing Committee have fewer than the minimum number of Members prescribed in the By-Laws, the Standing Committee will be considered to be not established under the provisions of the By-Laws.

2.3 Election of Chair

The Standing Committee must have a Chair who is to be elected as follows:

- a) If only one person wishes to stand for election as Chair, that person is automatically elected.
- b) If more than one person wishes to stand for election as Chair, a vote is conducted by official Members of the Standing Committee and the winner is declared by simple majority.
- c) In the event that there is no simple majority in favour of a single candidate, the Chair will be chosen by the Board. The Board may only choose a Chair from one of the Members who nominated for the position of Chair.

2.4 Election of Deputy Chair

The Standing Committee must have a Deputy Chair who is to be elected as follows:

- a) If only one person wishes to stand for election as Deputy Chair, that person is automatically elected.
- b) If more than one person wishes to stand for election as Deputy Chair, a vote is conducted by official Members of the Standing Committee and the winner is declared by simple majority.
- c) In the event that there is no simple majority in favour of a single candidate, the Chair of the Standing Committee has a casting vote. The Chair may only choose a Member from one of the Members who nominated for the position of Deputy Chair.

2.5 Attendance of Football West Staff

Appropriate Football West staff are entitled to attend any official Standing Committee meeting in an ex-officio capacity but are not formal Members of the Standing Committee.

2.6 Standing Committee Secretary

Football West will appoint one member of staff to act as Secretary to the Standing Committee. The Secretary attends in an ex-officio capacity and is not a formal Member of the Standing Committee.

3. Game Development Committee

3.1 Role of the Game Development Committee

The Game Development Committee is a Committee of the Board established under the provisions of the Constitution. For the purposes of the By-Laws and these Terms of Reference, the Game Development Committee represents the Board and will consider all matters raised by the Standing Committee on behalf of the Board.

3.2 Decisions of the Board

Notwithstanding clause 3.1, the Game Development Committee has no authority to implement the decisions of the Board, and decisions based on recommendations or advice from the Standing Committee will be made by the Board after consideration and review by the Game Development Committee.

4. Functions

4.1 Matters Referred by the Board, Game Development Committee and CEO

The Board, Game Development Committee or CEO may refer any relevant matters to the Standing Committee for consideration and request that the Committee provide an opinion to the Board, Game Development Committee or CEO as appropriate on the matter referred.

A flowchart depicting the process for matters referred by the Board, Game Development Committee and CEO is shown at Appendix 1.

4.2 Advice and Recommendations

The Standing Committee may give any advice requested of it and may make recommendations to the Board, Game Development Committee or the CEO on any matter relating to the Standing Committee's purview.

A flowchart depicting the process for recommendations to the Board, Game Development Committee and CEO is shown at Appendix 2.

5. Obligations

5.1 Agreement to be Bound by Regulatory Framework

By accepting a position on the Standing Committee, each Member agrees to be bound by and comply with:

- a) Football West's Constitution, By-Laws, these Terms of Reference, the Standing Committee Delegates Code of Conduct and any other Rules, Regulations, Policies, Codes of Conduct and or regulatory documents of Football West.
- b) Football Australia's Statutes as in force from time to time.

6. Meetings

6.1 Chair to Preside over Meetings

The Chair of the Standing Committee (if present within 15 minutes after the time appointed for holding the meeting) must preside over the meeting.

6.2 Arrangements if the Chair does not Preside

If, at a Standing Committee Meeting:

- a) There is no Chair; or
- b) The Chair is not present within 15 minutes after the time appointed for holding the meeting; or

- c) The Chair is present within that time but is not willing to act as Chair of the meeting,

the following may preside (in order of entitlement):

- d) The Deputy Chair; or
- e) A Member chosen by a majority of the Members present.

6.3 Frequency of Meetings

Meetings must be held at least twice per year in accordance with the By-Laws. Meetings may be held more often if the Standing Committee desires.

6.4 Quorum

A minimum of 60% of Members must be present to form a quorum. Remote attendance via teleconference or video conference is acceptable for the purposes of delivering a quorum.

6.5 Invited Guests

The Standing Committee may invite other persons to attend a Standing Committee meeting to provide particular expertise to a matter on the agenda. Such invitees attend in an ex-officio capacity and are not formal Members of the Standing Committee.

6.6 Preparation of Agenda

An agenda is to be prepared by the Secretary in consultation with the Chair and circulated to the Members of the Standing Committee two business days prior to the meeting.

6.7 Minutes Taken by Secretary

Meetings are to be conducted on a formal basis and minutes are to be taken by the Committee Secretary. The Committee Secretary is to forward a copy of the draft minutes to all Standing Committee Members and other persons present at the meeting to which the minutes relate within 2 business days of the completion of the meeting.

6.8 Approval of Minutes

The approval of the previous meeting's minutes is to form an official part of the agenda.

6.9 Approved Minutes to be Presented to the Game Development Committee

Approved minutes of meetings will be included in the document package that is sent to the Game Development Committee after each Standing Committee Meeting.

7. The Role of the Chair

7.1 Presiding over Meetings

At meetings, the Chair should:

- a) Ensure that meetings are effective.
- b) Ensure that all Standing Committee Members are heard.
- c) Retain sufficient control to ensure that the authority of the Chair is recognised. This may require a degree of formality to be introduced if this is necessary to advance discussion.
- d) Ensure that the decisions are properly understood and recorded.
- e) Allocate a time limit (eg 15 minutes for an important issue) to each agenda item to ensure that discussion and debate is assigned to the most important issues on a priority basis. This action should be taken to ensure that appropriate discussion and debate time is assigned to each agenda item or issue.

- f) Ensure that where discussion and debate on topics exceeds the allocated time limit, that the agenda item or issue is held over to the next Standing Committee meeting for continued discussion.

7.2 In Between Meetings

Away from meetings, the Chair should:

- a) Consult with Members to generate agenda items for each Standing Committee meeting.
- b) Establish the agenda for Standing Committee meetings in consultation with the Standing Committee Secretary.
- c) Develop a strong working relationship with Football West management.
- d) Be the point of contact between the Standing Committee and Football West.

8. Reporting

8.1 Requirement for a Report at the End of each Season

The Committee will present a report to the Game Development Committee within 2 months of the end of the season. The scope of the report should be wide and may include:

- a) Commentary on any problems or difficulties experienced during the season.
- b) Commentary on any identified issues that were beneficial to the sport in the Committee's purview.
- c) Any recommendations (in accordance with the procedures established by these Terms of Reference) for the Board to consider for the general improvement of the sport in the Committee's purview.
- d) Any other matter that the Standing Committee believes is relevant.

The Committee Secretary will provide administrative support for the development of the report.

8.2 Function of the End of Year Report

The purpose of the End of Year Report is to provide:

- a) A high-level review of the season.
- b) The sole means by which recommendations for changes to the Competition Rules may be made.