



Zone Representative

Terms of Reference

Approved by the Board on 27 February 2024

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1. Purpose

Football West and the Zone Representatives are committed to working together for the benefit of football.

These Terms of Reference establish the operating parameters of the Zone Representatives. 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 Football West By-Laws define the number of elected Zone Representatives, the criteria for eligibility, and the geographical division of Western Australia into Zones.

2.2 Attendance of Football West Staff

Appropriate Football West staff are entitled to attend any official Zone meeting in an ex-officio capacity but are not formal Zone Representatives.

2.3 Zone Representative Secretary

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

3. Obligations

3.1 Key Responsibilities

It is important that Zone Representatives:

- Uphold and promote the objectives of Football West.
- Attend all General Meetings of Football West.
- Facilitate the implementation of Football West and FA policy, programs and initiatives.
- Act as a conduit for the flow of information and issues of relevance from Football West to the clubs and from the clubs to Football West.

3.2 Items of Discussion

Before raising items of discussion with Football West, a Zone Representative must have read the By-Laws and determined that the matter is appropriate to the position.

Zone Representatives should gather comprehensive information before presenting to Football West to allow for matters to be attended to effectively and efficiently. In case of doubt, a Zone Representative should seek clarification from the relevant Football West contact.

3.3 Agreement to be Bound by Regulatory Framework

By accepting a position as a Zone Representative, each Zone Representative agrees to be bound by and comply with:

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

4. Role of Zone Representative Group Members

4.1 Issues of Significance

Football West and Zone Representatives agree that Football West administration will actively consult with Zone Representatives and Standing Committee Members in relation to issues of significance affecting football. They agree that decision-making rests with the Football West Board and Management.

4.2 Zone Representative Commitment

The Zone Representative undertakes to:

- a) Focus on matters of significance across the sport (eg participation, development, child protection, marketing and promotion, etc).
- b) Ensure that any public commentary of Football West policies and decisions are factually correct and balanced.

4.3 Football West Commitment

Football West undertakes to:

- a) Seek input from the Standing Committee and Zone Representative in relation to proposed changes to rules and regulations, and other significant issues affecting football.
- b) Facilitate communication between the Zone Representative, Standing Committee and stakeholders in accordance with the Football West Constitution and By-Laws and to the extent permitted by law.
- c) Football West will include the relevant Zone Representative in communication to clubs and relevant stakeholders regarding significant issues.

Meetings

4.4 Frequency of Meetings

The Zone Representatives of Football West shall convene every six months for scheduled meetings. Additional meetings may be arranged at the discretion of a Zone Representative should the need arise.

4.5 Chair to Preside over Meetings

4.6 A nominated Zone Representative will be responsible for chairing each Zone Meeting. The role of Chair may be rotated for each meeting. Notification of Meetings

The nominated Chair shall inform Football West of the proposed date for any additional Zone Representative meetings at least 14 days in advance of the scheduled meeting.

4.7 Invited Guests

Zone Representatives may invite other persons to attend a Zone Meeting to provide particular expertise to a matter on the agenda. Such invitees attend in an ex-officio capacity and are not formal Zone Representatives.

4.8 Preparation of Agenda

An agenda is to be prepared by the appointed Secretary in consultation with the nominated Chair. This will be circulated to the Zone Representatives and Football West 7 days prior to the scheduled meeting.

4.9 Football West Agenda Items

Football West may add items to the Zone Representative agenda for consideration and discussion by the Zone Representative and will attend Zone Representative meetings to discuss these Football West agenda items.

4.10 Minutes Taken by Secretary

Meetings are to be conducted on a formal basis and minutes are to be taken by the appointed Secretary. The Secretary is to forward a copy of the draft minutes to all Zone Representatives, Football West and other persons present at the meeting to which the minutes relate within 14 business days of the completion of the meeting.

4.11 Approval of Minutes

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