



SportWest Women of Sport Network Advisory Group Terms of Reference

1. Purpose

SportWest is the peak industry body for sport in Western Australia (WA) and exists to promote, strengthen and advocate for sport in WA. The Women of Sport Network (WoSN) Advisory Group (Advisory Group) has been established to provide information and recommendations to SportWest regarding the WoSN.

2. Background to Women of Sport Network

- Women of Sport was established in 2013 by a group of female leaders involved in WA sport. The group aimed to address the unmet need for women working in leadership positions to be able to access informal networking opportunities, and to share experiences and ideas in a safe and supportive environment.
- The group commenced with only five women - four Chief Executive Officers (CEOs) and one Chief Financial Officer (CFO) of WA State Sporting Associations (SSAs). The number of women attending the networking events grew each year as well as the diversity of women (including their stage of career).
- Due to the increased size of the group (200+ members in January 2022), an opportunity was identified to review and reset the group's purpose and objectives to ensure those who attended the events had their needs met.
- In 2021, SportWest was asked to take the lead of Women of Sport moving forward with the support of the Department of Local Government, Sport and Cultural Industries (DLGSC).
- In early 2022, this Terms of Reference (ToR) for the Advisory Group was developed.

3. Objectives

The primary objective of the WoSN is to provide networking and professional development opportunities for:

- Women who are leaders working in, or volunteering within, a SportWest member or affiliate organisation; and
- Women who are aspiring leaders working in, or volunteering within, a SportWest member or affiliate organisation;



And to:

- connect women working or volunteering in sport;
- enable a supportive environment for women working or volunteering in sport;
- encourage/enable women to stay working or volunteering in sport during all stages of life;
- celebrate and acknowledge women working or volunteering in sport; and
- encourage/enable career progression of women within sport.

Secondary objectives of the WoSN include:

- providing a networking opportunity for women working or volunteering in or around WA sport (broader than those working or volunteering for a SportWest member or affiliate organisation); and
- informing and providing recommendations to SportWest on gender related matters and advocacy.

4. Role

The Advisory Group is appointed by SportWest.

The Advisory Group's role is to:

- a) provide recommendations and information to SportWest regarding the direction and activities of the WoSN, informed by feedback from women working or volunteering in WA sport;
- b) support the promotion and communication of the WoSN and related events; and
- c) provide recommendations to SportWest on gender related matters and advocacy.

5. Scope of Authority

In carrying out its responsibilities, the Advisory Group has the authority to investigate matters that fall within the ToR and may:

- a) provide information and recommendations to SportWest on initiatives to assist in achieving the WoSN objectives;
- b) work with employees at SportWest to deliver functions and events, and promote the WoSN; and
- c) carry out special projects at the request of SportWest.

The Advisory Group does not have the authority to:

- a) direct SportWest employees;
- b) speak on behalf of SportWest without prior permission from SportWest; or
- c) incur expenditure on behalf of SportWest.

6. Composition

- a) The Advisory Group will comprise of a minimum of eight (8) members and a maximum of ten (10) members including:
 - 1. A minimum of five (5) individuals with a diverse range of roles from different SportWest member organisations;
 - 2. One representative from DLGSC or Local Government with expertise in gender related sport matters;
 - 3. The SportWest CEO or a nominated SportWest employee; and
 - 4. A minimum of one (1) person appointed by SportWest based upon the expertise, experience and skills required by the Advisory Group.
- b) SportWest will determine the required skills, experience and expertise for the Advisory Group.
- c) The Advisory Group vacancies will be filled by SportWest following a targeted Expressions of Interest process. Following the Expression of Interest process, SportWest will select the members of the Advisory Group in line with this ToRx and based on the required skills, experience and expertise.
- d) Advisory Group members will be appointed for an initial term of 12 months.
- e) SportWest will appoint members to fill any vacancies on the Advisory Group.
- f) SportWest will follow a practice of appointing members to the Advisory Group in a staggered rotation where possible to enable knowledge continuity.
- g) From the appointed members, the Advisory Group will appoint a Chair, with the Chair to guide each meeting in accordance with the agenda of each meeting.
- h) There will be a continual review of the ToR, including the composition and appointees of the Advisory Group, at the discretion of SportWest.
- i) Advisory Group members will cease to be a member if they:
 - 1. Resign from the Advisory Group in writing;
 - 2. Breach confidentiality or breach SportWest codes of conduct;
 - 3. Cease to be a representative of the group they were appointed to represent (as outlined in section 6a); or
 - 4. Do not attend three consecutive meetings without the consent of the Chair.

7. Meetings

- a) The Advisory Group will meet at least three times per year;
- b) The Chair is responsible for working with SportWest to develop an appropriate agenda of matters for discussion;



- c) An agenda will be circulated to Advisory Group members at least five days prior to meetings;
- d) SportWest will provide Secretariat support to the Advisory Group including the recording and circulation of meeting minutes;
- e) Meetings may be held via video conference where an Advisory Group member cannot attend in person;
- f) SportWest or the Chair may call a meeting of the Advisory Group at any time if urgent items are to be discussed, within a reasonable timeframe;
- g) A quorum will consist of five Advisory Group members;
- h) Any recommendations of the Advisory Group will be formed on the basis of consensus, or if a consensus cannot be reached, by a majority of votes from the Advisory Group members present. The Chair will have the casting vote if required.
- i) Other parties may be invited to attend Advisory Group meetings as required.