

Squash Australia Working Parties

High Performance Working Group

Roles and responsibilities:

High Performance Working Group members will play a key part in developing ideas, content and process for moving all areas of the newly launched Squash Australia Strategic Plan forward. [Please click here to see the Squash Australia Strategic Plan.](#)

The High Performance Working Group (HPWG) will be a major resource to the Board and CEO of Squash Australia (SA) to assist in developing and managing the game of squash across Australia.

The HPWG will focus on the following key areas of SA High Performance area;

- 1) Annual calendar of major tournaments aligned to HP pathways and talent id
- 2) Identification of resources to successfully conduct HP program
 - Staff
 - Volunteers coaches
 - IT requirements prior
 - Program support
 - Annual calendar national and international events

In performing its duties, the HPWG will maintain effective working relationships with the following Working Groups;

- Facilities
- Events
- Coach Education

In addition, the HPWG will work in close liaison and provide direct information, communication and recommendations to the SA High Performance Manager through to the CEO and board. The High Performance Manager will be a member and major resource to the HPWG, noting that this staff member has no direct line management or reporting to the HPWG. The High Performance Manager will be viewed by members of the HPWG as;

- An active member of the HPWG
- A resource and point of contact through to the CEO and board
- Will act in a secretariat role
- Can provide strategic and operational direction when and where required

To perform his or her role effectively, each HPWG member will obtain an understanding of the detailed responsibilities of HPWG roles as well as the current strategic plan aligned to the core focus of this Working Group.

Authority:

The Board authorises the HPWG, within the scope of its responsibilities, to:

- Perform activities within the scope of its charter.
- Under authority to draft SA policy for review and consideration by the CEO and Board;
- Has no executive power nor does its work relieve the board of any of its responsibilities;
- Will interact with and seek advice and clarification from other committees as appropriate;
- Engage independent opinions from other advisors as it deems necessary to carry out its duties;
- Work collaboratively with all SA staff members;
- Make formal recommendations to the Chief Executive and or Board via the High Performance Manager.

Membership:

- Membership of the HPWG to a maximum of 5 plus the Chairperson and High Performance Manager;
- The Chair will be appointed for a minimum of 2 years and max of 3 consecutive years;
- Each member shall have skills and experience appropriate to the core focus of the HPWG namely event management, risk management and project planning;
- All members prior to being appointed need to complete the Skills Matrix document aligned to the HPWG;
- The total membership of the HPWG may be reviewed and changed by the CEO in consultation with the Board;
- HPWG Chairperson to be appointed by the Board;
- The role of the HPWG staffing resource will be filled by a SA High Performance Manager;
- Members of the Board and CEO are “ex-officio” members of the HPWG

Attendance at Meetings:

- Only HPWG members are entitled to attend meetings. The Chairperson may invite other persons (e.g. CEO, Directors), as deemed necessary;
- Quorum to consist of 50% plus one;
- Meetings shall be held not less than four times a year and a maximum of six;
- Special meetings may be convened as required and approved by the CEO;
- The High Performance Manager, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the HPWG members a reasonable period in advance of each meeting;
- The High Performance Manager shall circulate the minutes of meetings to members of the HPWG within ten days of the meeting;
- Members of the HPWG should endeavour to attend every meeting.

Reporting responsibilities:

- Following up from each meeting provide the CEO with a report and identifying key actions and other matters of concern;
- Ensure the CEO is aware of matters which may significantly impact on Events program across Squash in Australia and the international circuit;
- Ensure that there are clear, established lines of communication between each of the key Working Groups aligned to the HPWG.