



Squash Australia Ltd

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Affiliations

World Squash Federation
Australian Commonwealth Games Association
Oceania Squash Federation
Confederation of Australian Sport
Australian Olympic Committee

Squash Australia Panels

Commercial Advisory Panel

Roles and responsibilities:

Commercial Advisory Panel 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 Commercial Advisory Panel 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 CAP will focus on the following key areas of SA income generation;

- 1) Opportunities to create new revenue streams
- 2) Effectively forecast the investment required to generate new income
- 3) Audit of SA commercial properties on a national and state platform so as to qualify real value to potential sponsors
- 4) Identification of resources to successful a stronger commercial focus
 - Staff
 - Volunteers
 - Venues
 - IT requirements prior national member database

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

- Facilities
- Events
- Profile

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

- An active member of the CAP
- A resource and point of contact through to the 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 CAP member will obtain an understanding of the detailed responsibilities of CAP roles as well as the current strategic plan aligned to the core focus of this panel.

Principal Partner



Authority:

The Board authorises the CAP, 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 CEO and Board.

Membership:

- Membership of the CAP to a maximum of 8 plus the Chairperson and CEO;
- 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 CAP namely financial management and income generation;
- All members prior to being appointed need to complete the Skills Matrix document aligned to the CAP;
- The total membership of the CAP may be reviewed and changed by the CEO in consultation with the Board;
- CAP Chairperson to be appointed by the Board;
- The role of the CAP staffing resource will be filled by a CEO;
- The President and members of the board are “ex-officio” members of the CAP

Attendance at Meetings:

- Only CAP 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 CEO, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the CAP members a reasonable period in advance of each meeting;
- The CEO shall circulate the minutes of meetings to members of the CAP within ten days of the meeting;
- Members of the CAP 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 commercial 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 CAP.

Terms of Reference:

The role of the CAP is to ensure the Squash Australia Commercial plans are fit for purpose, meeting best practice standards. In doing so the CAP will provide innovative ideas for income generation.