

The Squash & Racquetball Victoria Board is supported in its work by two substructures - Committees and Working Groups.

- **Committee** - where the Board appoints a group of individuals to advise on or deliver a task or activity on an ongoing basis, that is, there is longevity or regular frequency to the work and
- **Working Group** - where the Board appoints a group of individuals to advise on or deliver a specific or short term task.

Substructure Type:	Committee
Name:	Governance Committee
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Author Title:	Executive Director
Date Written:	April 2017
Approved:	

Updates to TOR

Update No.	Approval Date	Nature of Amendment	Update Author

Governance Committee Terms of Reference

Purpose

The purpose of the Governance Sub-Committee is to ensure that there is a robust and effective process for evaluating the performance of the Board, Board Committees and individual directors and to ensure that the board fulfils its legal, ethical, and functional responsibilities. (The Finance & Risk sub-committee may oversee some of these areas.)

Membership

The Governance Committee comprises up to 4 representatives from the Squash & Racquetball Victoria Board plus S&RV CEO.

Internal or external persons may be invited to attend meetings at the request of the Chairperson to provide advice and assistance considered necessary.

Chairperson to be elected from amongst the representatives.

Responsibilities

The Governance Sub-Committee is responsible for advising the Board on effective governance of the organisation through:

1. Developing and reviewing governance policies and procedures;
2. Recruiting suitable board members;
3. Providing induction and training programs for board members, and
4. Regularly reviewing the performance of the board as a whole and evaluating the contribution of individual members.

1. Governance Policy Development

The Governance Sub-Committee will ensure that policies are created and periodically reviewed which define:

- The roles and responsibilities of the board – i.e Board Charter and Board Code of Conduct
- Duties and responsibilities of directors and officers
- Conflict of interest procedures

2. Recruitment & Selection

The Governance Sub-Committee will ensure that:

- The number of board members does not fall below the number required by the constitution
- Members appointed to the board understand and agree with the mission of the organisation and the code of conduct
- Members appointed to the board understand and agree to the time commitment and participation requirements of board membership
- Elections and appointments to the board comply with the constitution and other legal requirements.

3. Education

The Governance Sub-Committee will ensure that there are effective induction and mentoring processes for board members and that they have the necessary knowledge to be able to discuss, debate and plan the following:

- The organisation's mission, goals, objectives, programs and services
- The organisation's budget and financial statements
- The roles, duties and responsibilities of the board, committees, individual board members and the CEO.

4. Evaluation

The Governance Sub-Committee will be responsible for arranging the annual board evaluation (as per the Board Evaluation Policy) to ensure that the board, its committees and members are able to plan their activities with knowledge of the achievements, abilities, strengths and limitations of current board members and staff.

Authority

The Committee provides reports and recommendations to Squash & Racquetball Victoria, it does not have authority to make decisions on behalf of Squash & Racquetball Victoria.

Squash & Racquetball Victoria authorises final versions of any reports and submissions generated from this Committee.

Any public statements in relation to the workings of the Committee will be authorised by Squash & Racquetball Victoria.

Meeting Process

At least 2 meetings will be held annually or as required.

Quorum

A quorum of 3 is required for the meeting to proceed.

Terms of Reference

The Terms of Reference will be reviewed annually.