

# Squash Australia Working Parties

## Facilities Working Group

### Roles and responsibilities:

Facilities 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 Facilities Working Group (FWG) 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 FWG will focus on the following key areas of SA facility development;

- 1) Identify clear ways of building strong working relationships with facility owners
- 2) Develop business modelling around 'best practise' facilities
- 3) Identification of resources to successfully develop a stronger management model for facilities
  - Staff
  - Business modelling covering areas such as finance, risk management, marketing etc.
  - IT requirements

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

- Commercial
- Events
- High Performance

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

- An active member of the FWG
- 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 FWG member will obtain an understanding of the detailed responsibilities of FWG roles as well as the current strategic plan aligned to the core focus of this Working Group.

### Authority:

The Board authorises the FWG, 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 Participation Coordinator.

### Membership:

- Membership of the FWG to a maximum of 5 plus the Chairperson and Participation Coordinator;

- 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 FWG namely facility and or business management;
- All members prior to being appointed need to complete the Skills Matrix document aligned to the FWG;
- The total membership of the FWG may be reviewed and changed by the CEO in consultation with the Board;
- FWG Chairperson to be appointed by the Board;
- The role of the FWG staffing resource will be filled by a SA Participation Coordinator;
- Members of the Board and CEO are “ex-officio” members of the FWG

### **Attendance at Meetings:**

- Only FWG 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 Participation Coordinator, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the FWG members a reasonable period in advance of each meeting;
- The Participation Coordinator shall circulate the minutes of meetings to members of the FWG within ten days of the meeting;
- Members of the FWG 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 squash facilities across Australia;
- Ensure that there are clear, established lines of communication between each of the key Working Groups aligned to the FWG.

### **Terms of Reference:**

The role of the Facilities Working Group is to ensure that the Facilities Strategy is fit for purpose and meets best practice standards. In doing so the FWG will provide innovative ideas on improving existing facilities across the country as well as ideas for branching out into creative new types of facilities which aim benefit the sport as a whole.