

Terms of Reference – Referee Committee



The Squash Vic 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:	Referees Committee
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Author Title:	Executive Director
Date Written:	February 2014
Approved:	11/02/2014

Updates to TOR

Update No.	Approval Date	Nature of Amendment	Update Author

Referees Committee Terms of Reference

Purpose

- To provide a consultative forum that can effectively provide advice on current and future referee development and direction to the Squash Vic Board
- To provide advice and support on the planning, implementation, monitoring, reporting and improvement of the Squash Vic referee activities
- To provide a forum to consider issues arising from Squash Vic referee activities that may be relevant to the Squash Vic membership and wider squash community
- To maximise opportunities for partnerships, networking and information sharing about refereeing issues
- To provide a service of marking and refereeing for players

Membership

The Referee Committee comprises:

- 4 representatives from the Victorian referee community
- 1 representative from the Squash Vic Board

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 referee representatives.

Squash Vic Role

- Prepare agendas and issue notices for meetings, ensuring all documentation for discussion or comment is attached to the agenda.
- Distribute the Agenda at least one week prior to the meeting.
- Circulation of meeting minutes to sub-committee members.

- The Squash Vic Board representative on the Committee is responsible for reporting back to the Squash Vic Board on all Committee meetings and recommendations.

Authority

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

Squash Vic 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 Vic.

The VSRRA has financial assets that will be housed under identified line items in Squash Vic's accounts. The Committee (authorised representative(s)) retains the right to authorise expenditure from this account.

Meeting Process

At least 3 meetings will be held annually.

At each meeting there will be a standard agenda consisting of:

- Brief updates of activities including identification of emerging issues
- Update on Projects
- Squash Vic feedback
- Future Planning

Quorum

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

Terms of Reference

The Terms of Reference will be reviewed annually in November.