

# **Squash Australia Working Parties**

## **Awards & History Working Group**

### **Roles and responsibilities:**

The Awards & History Working Group (A&HWG) will be a major resource to the Board and CEO of Squash Australia to assist in developing and managing the game of squash across Australia.

The A&HWG will adhere to Event Policy 3 - [Honours and Awards Regulation](#) and Event Policy 4 – [Hall of Fame](#).

The A&HWG will focus on the following key areas of Squash Australia;

- 1) Squash Australia Annual Awards Night
- 2) Hall of Fame Inductees
- 3) Preserving and recording the history of the sport in Australia
- 4) Identification of resources to successfully delivery against the plans;
  - Staff
  - IT requirements
  - Budget

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

- Events
- Commercial
- Profile
- High Performance

In addition, the A&HWG will work in close liaison and provide direct information, communication and recommendations to the Squash Australia Membership Coordinator through to the CEO and Board. The Membership Coordinator will be a member and major resource to the A&HWG, noting that this staff member has no direct line management or reporting to the A&HWG. The Membership Coordinator will be viewed by members of the A&HWG as;

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

### **Authority:**

The Board authorises the A&HWG, within the scope of its responsibilities, to:

- Perform activities within the scope of its charter;
- Under authority to draft Squash Australia 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 Squash Australia staff members;
- Make formal recommendations to the Chief Executive and or Board via the Membership Coordinator.

## **Membership:**

- Membership of the A&HWG to a maximum of 6 plus the Chairperson and Membership 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 A&HWG namely access to Squash's history, and understanding of modern sports awards processes;
- All members prior to being appointed need to complete the Skills Matrix document aligned to the A&HWG;
- The total membership of the A&HWG may be reviewed and changed by the CEO in consultation with the Board;
- A&HWG Chairperson to be appointed by the Board;
- The role of the A&HWG staffing resource will be filled by a Squash Australia Coordinator;
- Members of the Board and CEO are "ex-officio" members of the A&HWG

## **Attendance at Meetings:**

- Only A&HWG 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 Membership Coordinator, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the A&HWG members a reasonable period in advance of each meeting;
- The Membership Coordinator will circulate the minutes of meetings to members of the A&HWG within ten days of the meeting;
- Members of the A&HWG 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 granting of awards or publishing histories of Squash in Australia;
- Ensure that there are clear, established lines of communication between each of the key Working Groups aligned to the A&HWG.

## **Terms of Reference**

The role of the A&HWG is to ensure the Squash Australia plans for its Awards programme, and recording of its history are fit for purpose, meeting best practice standards. In doing so the A&HWG will utilise its Awards and published History in innovative ways to recognise past successes and contributions to the sport, at the same time as raising awareness and gaining positive publicity for Squash.