



## Squash Australia Ltd

Office 9, Sports House  
150 Caxton St, Milton QLD 4064  
P: (07) 3367 3200  
F: (07) 3367 3320  
squashoz@squash.org.au  
www.squash.org.au  
ABN: 73 072 625 935

### Affiliations

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

# SQUASH AUSTRALIA PANELS

## History & Awards Panel Charter

### 1. Roles and Responsibilities

**1.1** The History & Awards Panel (HAP) 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.

**1.2** The HAP will adhere to Event Policy 3 - Honours and Awards Regulation.

**1.3** The HAP will focus on the following key areas within Squash Australia:

- (i) Staff;
- (ii) IT Requirements; and
- (iii) Budget.

**1.4** In performing its duties, the HAP will maintain effective working relationships with all other Panels and Working Groups.

**1.5** The HAP will work in close liaison and provide direct information, communication and recommendations to the Squash Australia Membership Services Manager (MSM), through to the CEO and Squash Australia Board. The MSM will be a member and major resource to the HAP, noting however that they have no direct line management or reporting responsibility to the HAP. The MSM will be viewed by members of the HAP as:

- (i) an active member of the HAP; and
- (ii) a resource and point of contact through to the CEO and Squash Australia Board.

The MSM will act in a secretariat role and can provide strategic and operational direction when and where required.

**1.6** In order to perform his or her role effectively, each HAP member will obtain an understanding of the detailed responsibilities of HAP roles as well as the current strategic plan aligned to the core focus of this panel.

### 2 Authority

**2.1** The Squash Australia Board authorises the HAP, within the scope of its responsibilities, to:

- (i) Perform activities within the scope of its charter;
- (ii) When specifically authorised, to draft Squash Australia policy for review and consideration by the CEO and Board;
- (iii) Interact with and seek advice and clarification from other committees as appropriate;
- (iv) Engage independent opinions from other advisors as it deems necessary for the purposes of carrying out its duties;
- (v) Work collaboratively with all Squash Australia staff members; and

#### Principal Partner



#### Official Ball





## Squash Australia Ltd

Office 9, Sports House  
150 Caxton St, Milton QLD 4064  
P: (07) 3367 3200  
F: (07) 3367 3320  
squashoz@squash.org.au  
www.squash.org.au  
ABN: 73 072 625 935

### Affiliations

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

- (vi) Make formal recommendations to the Chief Executive and or Squash Australia Board via the MSM.

2.2 The HAP has no executive power nor does its work relieve the board of any of its responsibilities.

### 3 Membership

- 3.1 Membership of the HAP will not exceed a maximum of 5 members, not including the Chairperson and MSM.
- 3.2 Members will be appointed to the HAP by an open published process, which will be advised on the Squash Australia website.
- 3.3 The Chairperson will be appointed by the Squash Australia Board for a minimum of 2 years and a maximum of 3 consecutive years.
- 3.4 The role of the HAP staffing resource will be filled by a Squash Australia MSM.
- 3.5 The total membership of the HAP may be reviewed and changed by the CEO at any time, in consultation with the Squash Australia Board.
- 3.6 Each member shall have skills and experience appropriate to the core focus of the HAP, namely an understanding of Squash Australia's History.
- 3.7 Prior to their appointment to the Panel, all members must complete the Skills Matrix document aligned to the HAP.
- 3.8 Members of the Board and CEO are ex-officio members of the HAP.

### 4 Attendance at Meetings

- 4.1 Only HAP members are entitled to attend meetings. The Chairperson may invite other persons (e.g. CEO, Directors), as deemed necessary.
- 4.2 The quorum for all meetings must consist of 50% plus one member.
- 4.3 There must be a minimum of 4 meetings held per year and a maximum of 6.
- 4.4 Special meetings may be convened as required and must be approved by the CEO.
- 4.5 The MSM, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the HAP members reasonably in advance of each meeting.
- 4.6 The MSM must circulate the minutes of meetings to all members of the HAP within ten days of the meeting.
- 4.7 Members of the HAP must endeavour to attend every meeting.

### 5 Reporting Responsibilities

#### Principal Partner



#### Official Ball





## Squash Australia Ltd

Office 9, Sports House  
150 Caxton St, Milton QLD 4064  
P: (07) 3367 3200  
F: (07) 3367 3320  
squashoz@squash.org.au  
www.squash.org.au  
ABN: 73 072 625 935

### Affiliations

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

- 5.1 In following up from each meeting, the Chairperson must provide the CEO with a report identifying any key actions or other matters of concern.
- 5.2 The Chairperson must ensure the CEO is aware of matters which may significantly impact on communication platforms across Squash in Australia.
- 5.3 The Chairperson must ensure that there are clear, established lines of communication between each of the Squash Australia Panels aligned to the HAP.

## 6 Terms of Reference

- 6.1 The role of the HAP is to ensure that the Squash Australia provision of maintaining and celebrating its rich history, is maximised; and that all awards provided follow the correct process.

### Principal Partner



### Official Ball

