

Squash Australia Events Working Group Charter

Roles and responsibilities:

Events 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 Events Working Group (EWG) 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 EWG will focus on the following key areas of SA events;

- 1) Annual calendar of events in Australia and on the international landscape
- 2) Overall format for the management of events
- 3) Identification of resources to successfully conduct events
 - Staff
 - Volunteers (event management, officials etc.)
 - Venues
 - IT requirements prior to and during the event
 - Risk management planning
 - Annual calendar
 - Event/tournament rules

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

- Commercial
- Participation
- Facilities
- High Performance

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

- An active member of the EWG
- A resource and point of contact through to the CEO and Board Director
- Will act in a secretariat role
- Can provide strategic and operational direction when and where required

To perform his or her role effectively, each EWG member will obtain an understanding of the detailed responsibilities of EWG roles as well as the current strategic plan aligned to the core focus of this Working Group.

Authority:

The Board authorises the EWG, 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 Working Groups 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 via the Events Coordinator.

Membership:

- Membership of the EWG to a maximum of 4 plus SA Director and Events Coordinator
- The Working Group will be appointed for a minimum of 2 years and max of 3 consecutive years;
- The SA Director will Chair the group, and the Events Coordinator in their absence;
- Each member shall have skills and experience appropriate to the core focus of the EWG namely event management, risk management and project planning;
- All members prior to being appointed need to complete the Skills Matrix document aligned to the EWG;
- The total membership of the EWG may be reviewed and changed by the CEO in consultation with the Board;
- The role of the EWG staffing resource will be filled by a SA Events Coordinator;
- The SA President and CEO are “ex-officio” members of the EWG

Attendance at Meetings:

- Only EWG 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 via teleconference shall be held four times a year;
- Special meetings may be convened as required and approved by the CEO;
- The Events Coordinator, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the EWG members a reasonable period in advance of each meeting;
- The Events Coordinator shall circulate updates of meetings to members of the EWG within ten days of the meeting;
- Members of the EWG 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 Events program across Squash in Australia and the international circuit;
- Ensure that there are clear, established lines of communication between each of the key Working Groups aligned to the EWG.

Terms of Reference

The role of the EWG is to ensure the Squash Australia events programme is fit for purpose, meeting best practice standards. In doing so the EWG will provide innovative ideas on improving existing and new competition structures.