



TERMS OF REFERENCE

History and Tradition Board Sub-Committee

1. Establishment

- 1.1 The History and Tradition Sub-Committee has been established by the Board of Netball Queensland (NQ) in accordance with the clause 18.1 of the Constitution.
- 1.2 The History and Tradition Sub-Committee is a sub-committee of the Board and receives its powers and delegation from the Board in accordance with clause 18.2 of the Constitution.
- 1.3 The History and Tradition Sub-Committee will advise the Board and Leadership Team on matters of cultural heritage.

2. Composition

- 2.1 Committee members of History and Tradition Sub-Committee shall be appointed by the Board.
- 2.2 The composition of the Committee shall include up to seven (7) members:
 - (a) One member who is a current NQ Board director, or representative of the Board; and
 - (b) Six members with the requisite experience, skills and expertise who may be drawn from the netball community or independent experts appointed by the Board.
- 2.3 When considering the appointment of members to the History and Tradition Sub-Committee, the Board shall have regard creating a skills-based and balanced committee. Criteria, experience and desired skills include:
 - Demonstrable interest in cultural heritage
 - Representation for geographic locations across Queensland is preferable;
 - Cultural, ethnic, gender and age diversity;
 - A sound knowledge of the business of sport and/or the NFP sector;
 - Experience in governance and/or committee operations is preferable.
- 2.4 The Board may invite additional experts to participate in meetings and provide advice to the History and Tradition Sub-Committee where appropriate and as may be considered necessary from time to time. Such invitations of experts shall be undertaken by the Chair of the History and Tradition Sub-Committee.
- 2.5 Unless otherwise advised in writing by the Chair of the Board, the following NQ staff will receive a standing invitation to participate in all meetings and advise the History and Tradition Sub-Committee but possess no voting rights:
 - (a) Chief Executive Officer; and
 - (b) General Managers.

3. Terms of Appointment

- 3.1 The members of the Committee drawn from the NQ Board under section 18 serve on History and Tradition Sub-Committee concurrent with their term as director on the Board. If and when such a member's term as a director of the Board expires so too does their membership of History and Tradition Sub-Committee. This clause does not prevent such a member being re-appointed to History and Tradition Sub-Committee provided that their eligibility as a director of the Board remains intact.
- 3.2 The other members of the Committee appointed serve a term of one-year from their date of appointment.
- 3.3 Any individual person appointed to the History and Tradition Sub-Committee can serve a maximum of six (6) years on the Committee.



4. Vacancies

- 4.1 Any casual vacancies that arise on the History and Tradition Sub-Committee can be filled by the Board and the Board may specify the term of appointment.

5. Committee Chair and Deputy Chair

- 5.1 The History and Tradition Sub-Committee Chair will be appointed by the Board after consultation with the CEO.
- 5.2 The term of the appointment of the History and Tradition Sub-Committee Chair is one year.
- 5.3 The History and Tradition Sub-Committee may appoint a Deputy Chair after consultation with the CEO, at its discretion.
- 5.4 The term of the appointment of the History and Tradition Sub-Committee Deputy Chair is one year.

6. Meetings

- 6.1 The History and Tradition Sub-Committee shall meet as necessary to carry out its functions provided that the Committee meets at least four times per year.
- 6.2 Notice of meetings must be provided at least one week before the scheduled meeting date unless otherwise agreed by all Committee Members;
- 6.3 A quorum for the History and Tradition Sub-Committee shall be at least four members and at least one of these members must be a Board member.
- 6.4 The CEO, or representative, must be present at all meetings unless otherwise agreed by the Chair of the Board.
- 6.5 The History and Tradition Sub-Committee may meet in any manner as agreed by all Committee Members which includes telephone, video, Skype and other means.

7. Secretary

- 7.1 The CEO shall appoint the Secretary to the History and Tradition Sub-Committee and the Secretary shall attend all Committee meetings but shall have no vote in History and Tradition Sub-Committee decisions. The duties of the Secretary shall include:
- a) Organise and minute all History and Tradition Sub-Committee meetings;
 - b) Keep accurate records of agendas, minutes and actions;
 - c) Support History and Tradition Sub-Committee Members with action tasks or as required by the Chair;
 - d) Advise History and Tradition Sub-Committee and participate in discussions with the Committee; and
 - e) Manage, on behalf of the Chair communication from History and Tradition Sub-Committee to the Board, and from History and Tradition Sub-Committee to Members of NQ.

8. Role and Purpose

- 8.1 The History and Tradition Sub-Committee shall support the strategic objectives of Netball Queensland, and the Board, by:
- 8.1.1 Providing Advice and Guidance
- a) Provide the Board and Management with advice and guidance on enhancing history and tradition within NQ and the broader netball community;
 - b) Provide advice on NQ history and tradition policies, initiatives and programs;



- c) Provide advice on marketing and communication strategies with respect to history and tradition;
- d) Provide advice and guidance on how to connect and partner with community organisations who can support NQ to create a cultural of tradition;
- e) Provide advice and support to secure funding for history and tradition programs and initiatives

8.1.2 Inform Strategy Development

- a) Develop and recommend to the Board a strategy and associated policies that ensure:
 - those who have contributed to the tradition and history of the game are appropriately recognised and honoured;
 - all stakeholders are able to maintain a strong link to the sport's past;
 - information about the individuals who have contributed to the history and tradition of the sport is preserved
 - NQ life members are appropriately recognised;
- b) The Committee is responsible for making recommendations to the Board as to the organisation's recognition criteria in accordance with the criteria/qualifications as determined by the Committee and agreed to by the Board, including but not limited to:
 - Hall of Fame (Athlete and General)
 - Service Awards
 - Sport Australia Hall of Fame
 - Australia Day Awards
 - International Netball Federation Service Award
 - Australian Sports Commission Awards
 - Death notices

8.1.3 Advocacy

- a) Act as advocates within the Netball community to raise awareness of the importance of preserving history and tradition;

9. **Annual review**

- 9.1 The Board shall review the activities of the History and Tradition Sub-Committee on an annual basis.
- 9.2 The History and Tradition Sub-Committee shall provide to the Board a report of its meetings and activities each year.

10. **Limitations**

- 10.1 The following limitations apply to the History and Tradition Sub-Committee:
 - a) The History and Tradition Sub-Committee may adopt and operate to policies provided that any such policy is approved by the Board.
 - b) The History and Tradition Sub-Committee may not sub-delegate any power, duty or responsibility without prior written approval of the Board.
 - c) The History and Tradition Sub-Committee shall otherwise operate in conformity with the By-Laws, Code of Ethics and relevant policies.



10.2 The History and Tradition Sub-Committee must, in the exercise of its powers or otherwise, at all times conform to any directions or regulations that may be prescribed by the NQ Board.

11. Conflict of interests

- 11.1 The nature of any interest of each member must be declared by the member at the commencement of each meeting of the History and Tradition Sub-Committee at which the contract, arrangement or interest is first taken into consideration. If a Committee member becomes interested in a matter after it is made or entered into, the declaration of that interest must be made to the Committee Chair as soon as practical.
- 11.2 A general notice that a Committee member has an interest in any matter is to be regarded as interested in all transactions involving that matter unless otherwise clarified, and is sufficient declaration.
- 11.3 Any declaration made or any general notice given by a Committee member must be recorded in the minutes of the History and Tradition Sub-Committee.
- 11.4 A Committee member, notwithstanding any interest, may be counted in the quorum present at any meeting but not participate in discussion or vote in respect of any contract or arrangement in which the Committee member has an interest.

12. Confidentiality

- 12.1 All matters discussed at History and Tradition Sub-Committee meetings together with all material provided to Committee members and any attendees is confidential. Such material can only be provided to another party with the written permission of the Chair of the Board and/or the CEO.
- 12.2 All History and Tradition Sub-Committee members will be required to sign a confidentiality agreement.

13. Revocation of Powers

- 13.1 The Board may in its sole discretion recall or revoke any powers or any delegation or any appointment provided to the History and Tradition Sub-Committee.
- 13.2 The Board may in its sole discretion amend or repeal any decision made by the History and Tradition Sub-Committee.
- 13.3 Members of the History and Tradition Sub-Committee may withdraw from membership of the History and Tradition Sub-Committee by written notification to the Chair and/or CEO.

Passed by resolution of the Board of Netball Queensland on **26 August 2019**. The Board noted that the first task of the History and Tradition Sub-Committee will be to review the Terms of Reference, as subject matter experts, to ensure completeness.