



## TERMS OF REFERENCE

### Diversity and Inclusion Board Sub-Committee (DIBSC)

#### 1. Establishment

- 1.1 The Diversity and Inclusion Board Sub-Committee (DIBSC) has been established by the Board of Netball Queensland (NQ) in accordance with the clause 18.1 of the Constitution.
- 1.2 The DIBSC 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 DIBSC will support organisational change to enable Netball to be a leading exemplar of diversity and inclusion in sport. Netball Queensland's Leadership Team and Diversity Champions will play a key role in driving this change and fostering an inclusive environment that will support our community to thrive.

#### 2. Composition

- 2.1 Committee members of DIBSC shall be appointed by the Board.
- 2.2 The composition of the Committee shall include up to seven (7) members:
  - a) At least one member who is a current NQ Board director, or representative of the Board;
  - b) One member who is current NQ staff, excluding the CEO; and
  - c) Five (5) 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 DIBSC, the NQ Board shall have regard creating a skills-based and balanced committee. Criteria, experience and desired skills include:
  - Representation from Aboriginal and Torres Strait Islander people;
  - Cultural and ethnic diversity;
  - Gender diversity;
  - Age diversity;
  - A sound knowledge of the business of sport and/or the NFP sector;
  - A sound knowledge of sport accessibility challenges such as socio-economic status, domestic and family violence, and cultural or religious considerations;
  - A sound knowledge of community development and inclusion principles;
  - 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 DIBSC where appropriate and as may be considered necessary from time to time (eg. Para-sport, specific advice on working with refugee communities). Such invitations of experts shall be undertaken by the Chair of DIBSC.
- 2.5 Unless otherwise advised in writing by the CEO or the Chair of DIBSC, the following NQ staff will receive a standing invitation to participate in all meetings and advise the DIBSC but possess no voting rights:
  - a) Chief Executive Officer (CEO); and
  - b) General Managers;



### **3. Terms of Appointment**

- 3.1 The members of the Committee drawn from the NQ Board serve on DIBSC 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 DIBSC. This clause does not prevent such a member being re-appointed to DIBSC 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 two (2) years from their date of appointment.
- 3.3 Any individual person appointed to the DIBSC can serve a maximum of three (3) terms on the Committee.

### **4. Vacancies**

- 4.1 Any casual vacancies that arise on DIBSC can be filled by the Board and the Board may specify the term of appointment but in any event must be in accordance with clauses 3.2 and 3.3.

### **5. Committee Chair and Deputy Chair**

- 5.1 The DIBSC Chair will be appointed by the Board after consultation with the CEO.
- 5.2 The term of the appointment of the DIBSC Chair is two (2) years with a maximum of three (3) terms.
- 5.3 The Board may appoint a Deputy Chair after consultation with the CEO and Chair of DIBSC.
- 5.4 The term of the appointment of the DIBSC Deputy Chair is two (2) years, with a maximum term in accordance with clause 3.3.

### **6. Meetings**

- 6.1 DIBSC 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 DIBSC shall be at least four (4) members.
- 6.4 The CEO, or representative, must be present at all meetings unless otherwise agreed by the Chair of the Board.
- 6.5 DIBSC may meet in any manner as agreed by all Committee Members which includes in-person, telephone, video, Teams and other means.

### **7. Secretary**

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



- e) Manage, on behalf of the Chair communication from DIBSC to the Board, and from DIBSC to Members of NQ.

## **8. Role and Purpose**

8.1 DIBSC shall support the strategic objectives of Netball Queensland, and the Board, by:

### 8.1.1 Providing advice, insights, guidance and recommendations on:

- a) Provide the Board and Management with advice and guidance on enhancing diversity and inclusiveness within NQ and the broader netball community;
- b) Provide advice on NQ diversity and inclusion policies, initiatives and programs;
- c) Provide advice on marketing and communication strategies with respect to diversity and inclusion;
- d) Provide advice and guidance on how to connect and partner with community organisations who can support NQ to create a multi-cultural and multi-lingual netball landscape;
- e) Provide advice and support to secure funding for diversity and inclusion programs and initiatives; and
- f) Provide advice to the Board of sensitive and emerging matters pertaining to diversity. Such matters may include participation by transgender and gender-fluid athletes in netball competitions.

### 8.1.2 Inform Strategy Development

- a) Develop and recommend to the Board a diversity and inclusion strategy and associated policies that will support and facilitate the achievement of NQ's strategic plan;
- b) Identify and prioritise new initiatives to improve equity and diversity across Netball;
- c) Identify initiatives (from external organisations) that could be considered best practice and share learnings which could inform NQ strategy and approaches;
- d) Provide advice and inform strategic decisions regarding the Netball Australia Reconciliation Action Plan and the creation of a NQ Reconciliation Action Plan;
- e) Develop targets and strategies for NQ to improve its diversity and inclusion metrics in the medium to long term;
- f) Provide recommendations on appropriate investment and funding to the Board;
- g) Consider the professional development needs of the Board and staff of NQ and its affiliates.

### 8.1.3 Advocacy

- a) Act as diversity advocates to raise awareness in the community of the importance of diversity and inclusion, in and outside Netball;
- b) Attend external meetings and forums on behalf of NQ to champion diversity and the programs and initiatives that netball is implementing;
- c) Speak at official NQ functions and events as champions of diversity and inclusion, and specifically about NQ programs and initiatives;

## **9. Annual Review**

9.1 The Board shall review the activities of DIBSC on an annual basis.

9.2 DIBSC shall provide to the Board a report of its meetings and activities each year.



## **10. Limitations**

- 10.1 The following limitations apply to DIBSC:
- a) DIBSC may adopt and operate to policies provided that any such policy is approved by the Board.
  - b) DIBSC may not sub-delegate any power, duty or responsibility without prior written approval of the Board.
  - c) DIBSC shall otherwise operate in conformity with all NQ policies and procedures.
- 10.2 DIBSC 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 DIBSC 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 DIBSC.
- 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 DIBSC 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 DIBSC 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 DIBSC.
- 13.2 The Board may in its sole discretion amend or repeal any decision made by DIBSC.
- 13.3 Members of DIBSC may withdraw from membership of DIBSC by written notification to the Chair and/or CEO.