



WAFC WOMEN IN FOOTBALL ADVISORY COMMITTEE

TERMS OF REFERENCE

Vision Statement

The Women In Football Advisory Committee (“the Committee”) will provide strategic advice and expertise to support the WAFC to guide the development and growth of women’s football in Western Australia.

1 Purpose

The WAFC Women In Football Advisory Committee is being established to guide the development of a Strategic Action Plan for women in football and to provide the WAFC with ongoing strategic and practical advice, including but not limited to:

- Increasing the number of women and girls who choose to play and continue to play football;
- Supporting the ongoing development of the WAFLW competition;
- Supporting the talent pathway for female Football players;
- Increasing the number of female umpires and coaches;
- Increasing the number of relevantly skilled women administrators and WAFC Board members across our Clubs and Affiliates;
- Developing policies and procedures that support the safety and wellbeing of women and girls involved in football;
- Identifying new commercial, funding and investment opportunities for women’s football;
- Developing guidelines for appropriate facilities for female participants;
- Promoting and marketing the profile of women’s football; and
- Creating diverse and inclusive Club cultures.

2 Values

Members of the Women In Football Advisory Committee will adopt the Values of the WAFC as follows:

- a) Our People;
- b) Our Relationships;
- c) Being Our Very Best; and
- d) Leading Our Industry.



3 Authority

The Committee is authorised to make recommendations to the WAFC Board of Commissioners and WAFC management regarding:

- Best practices in the development of women's football throughout WA;
- Leadership advice and direction on all women's football strategies in WA; and
- Advice on specific women's football matters.

4 Membership

The Committee will comprise up to six people based on the following:

- **Chair** – a Commissioner appointed by the WAFC;
- **General members** – any other member as appointed by the WAFC in a volunteer capacity in line with the process below;
- **Executive Officer** – a staff member appointed by the WAFC.

All members will serve a maximum of a three-year term with an option to serve a second three-year term.

New members are to be appointed using the following process:

- The WAFC or Women In Football Advisory Committee identifies new potential members;
- The WAFC CEO engages potential new members to assess interest in the opportunity and whether their skills set will add value to the committee;
- An agenda item is established at the next Women In Football Advisory Committee to gather feedback from current Women In Football Advisory Committee members in relation to the proposed new member;
- Based on this feedback the WAFC CEO/WAFC Commissioner will decide on the appointment of the new member.

Replacement members are to be appointed using the following process:

- The WAFC and the Women In Football Advisory Committee reviews the skills matrix to assess the skills set required by the Committee;
- The WAFC or Women In Football Advisory Committee identifies new potential members;
- The WAFC CEO engages potential new members to assess interest in the opportunity and whether their skills set will add value to the committee;
- An agenda item is established at the next Women In Football Advisory Committee to gather feedback from current Women In Football Advisory Committee members in relation to the proposed new member;



- Based on this feedback the WAFC CEO/WAFC Commissioner will decide on the appointment of the new member.

Membership of the Women In Football Advisory Committee will be reviewed annually in line with a review of these Terms of Reference.

Before accepting the role nominees must declare, in writing to WAFC, any potential conflicts in interest (financial, material or partiality) directly relating to the purpose of the Committee or the WAFC's broader mission and strategy and provide details of two referees.

Members will be asked to confirm and declare any conflict of interest at each meeting, given that individual circumstances may change.

Where a circumstance arises preventing a member from fulfilling their duties to the Committee, or where a member is otherwise unable to appropriately fill their role, WAFC may seek a replacement member.

Other members may be invited, with the approval of the WAFC and the Committee Chair, to assist with expertise in a subject matter under discussion.

5 Relationship with Management

The Chair will provide advice and guidance to the Committee and review Management's completion of tasks as required by the Committee. Management shall undertake an executive role on this Committee by:

- Liaising with the Chair in the preparation of the agenda and minutes;
- Making recommendations to the Committee; and
- Advising recommendations of the Committee to the WAFC Board of Commissioners.

6 Operating Principles

A schedule of meetings is to be set at the first meeting of the calendar year.

- A minimum of four (4) and up to a maximum of six (6) meetings will take place each year.
- Members are required to attend a minimum of 75% of the scheduled meetings.
- The quorum to constitute a scheduled meeting is four (4) members, one (1) of whom must be the Chair or Executive Officer.
- Minutes are to be taken and reported to the WAFC Board of Commissioners.
- An agenda and notice are to be provided prior to each meeting.



- If a member is unable to attend a meeting for any reason then apologies should be sent as soon as possible to the Executive support.
- Committee business may be conducted by email, including recommendations.
- An annual review of effectiveness should be undertaken at the final meeting of the calendar year.

7 Evaluation of Committee effectiveness

At the first meeting of the year the Committee will set key projects and measurables for the year.

The Committee will undertake an annual self-evaluation of effectiveness. The following matters will be considered:

- These Terms of Reference;
- The composition of the Committee; and
- A review of the Committee's effectiveness to deliver planned outcomes.

The evaluation summary will be presented to the WAFC Board of Commissioners.

8 Administration

The Executive support is responsible for the provision of secretariat services to the Committee and will act as the primary point for communication between members.

The Executive support will be responsible for the review of the Terms of Reference for the Committee on an annual basis.

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