

# SCHOOL SPORT VICTORIA ADVISORY COMMITTEE

## TERMS OF REFERENCE



### PURPOSE

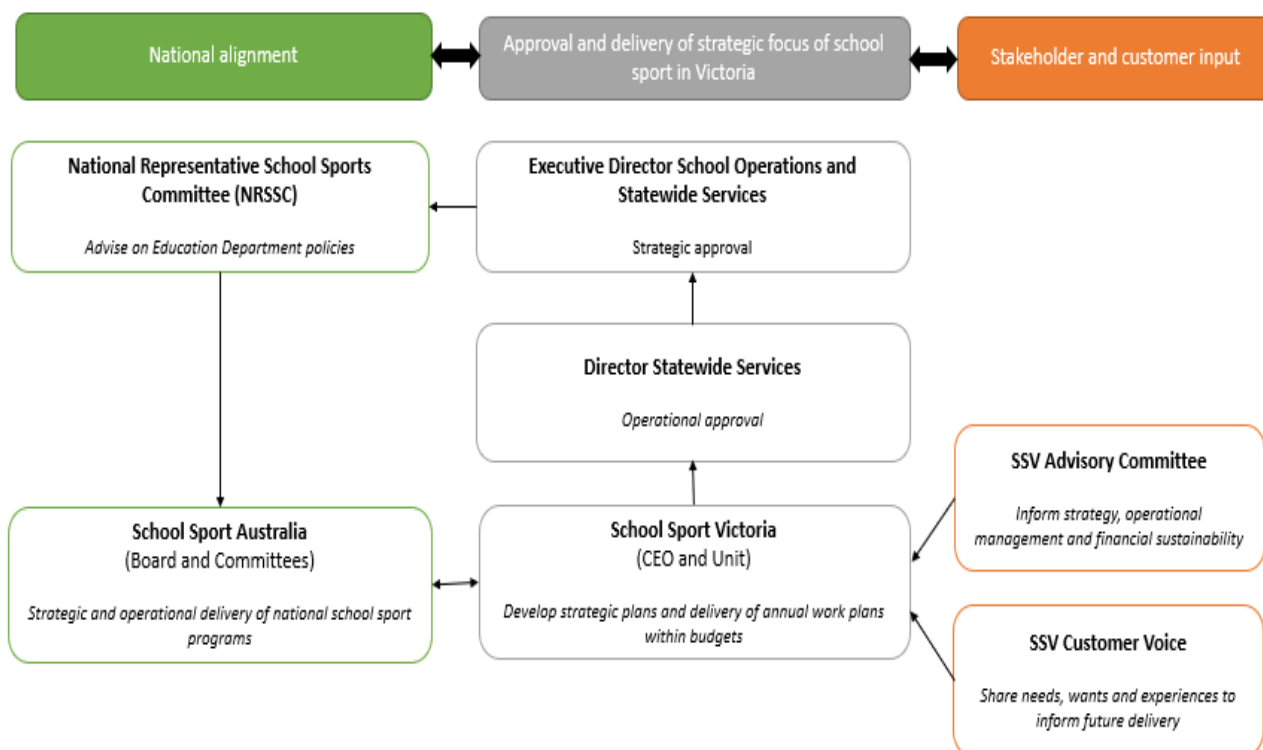
The purpose of the SSV Advisory Committee is to support the strategic management of School Sport Victoria, including strategic direction, its key programs and stakeholder partnerships.

The role of the Committee is to provide advice to School Sport Victoria on:

- Trends in the education and sport sectors
- Government priorities and alignment
- Development of SSV policies
- Financial management and sustainability
- Partnerships and sponsorships
- Stakeholder and customer engagement and feedback (including schools).

### GOVERNANCE MODEL

The governance model for School Sport Victoria is outlined below:



## COMMITTEE MEMBERSHIP

The Advisory Committee will consist of fourteen (14) members who represent the following skills, experience and/or knowledge:

Membership		Number of members
Chair	Director, Statewide Services	1
Education sector	One school representative per DET Region (SSV member school) – ensuring a mix of Principal class and teachers, primary and secondary schools, metropolitan and regional, Government and Independent  One representative from a DET Regional office	5
Sport sector	One representative from Sport and Recreation Victoria (Department of Jobs, Precincts and Regions)  One representative from a: <ul style="list-style-type: none"> <li>• State Sporting Association (eg Basketball Victoria)</li> <li>• Victorian council</li> </ul>	3
Student health and wellbeing	One representative from DET Wellbeing Health and Engagement Division (with links to the Education State Board – particularly for <i>Happy, healthy and resilient kids</i> )	1
Sponsorship and communications	One representative with commercial and communications expertise, particularly within the sport industry	1
Financial and data analysis	One representative with financial expertise from DET eg Financial Services Division or Schools and Regional Services	1
Inclusion / equity / child safety	One representative with a health equity and/or inclusion expertise, particularly in policy	1
School Sport Victoria	Chief Executive Officer	1

Other representatives may be invited to attend Advisory Committee meetings such as to present information or inform discussion, at the discretion of the Chair.

### ***Committee Formation***

The Advisory Committee will be formed to commence in 2021. The term of membership will be for two years, apart from the following positions who will be the appointed personnel within the nominated positions:

- Chair – Director Statewide Services Branch
- Sport and Recreation Victoria representative
- DET Wellbeing Health and Engagement Division representative
- DET financial representative
- School Sport Victoria representative.

An initial Expression of Interest process will be undertaken to request nominations for the remaining nine Committee positions. Five positions will be initially appointed for a one year period and the remaining four positions appointed for a two year period. All positions will be on a two-year appointment thereafter.

The Committee membership will comprise of members to ensure a diversity of skills and experience, background, sector representation and gender. The Committee shall have a minimum of 40% women.

### ***Nomination Process***

An Expression of Interest process will be undertaken annually for lapsing committee positions. Expressions of Interest for positions are to be submitted to the CEO, School Sport Victoria.

Appointments will be approved by the Chair and commence on the 1 January the following year.

### ***Vacancies***

Where a vacancy exists in the Committee, such as a resignation from the Committee, an Expression of Interest process for that position will be undertaken.

Current Committee members can re-nominate at the end of their current term.

### ***Remuneration and out-of-pocket expenses***

Committee members are volunteer roles and may not receive any remuneration from School Sport Victoria. However, Committee members may be reimbursed for out-of-pocket expenses in accordance with the Department's policies and as approved by the Chair.

## **RESPONSIBILITIES AND CONDUCT**

The role of the Committee is to provide advice to inform decisions by School Sport Victoria. This may include consensus on a recommendation from the SSV Advisory Committee. The approval of decisions will reside with the DET, as per the delegation of authority.

The Chair will determine whether voting at meetings will be conducted, in order to provide advice and/or a recommendation to School Sport Victoria to inform decision making and/or actions. All members of the Committee as outlined under 'membership' have voting rights.

## **Meeting conduct**

The Chair will conduct meetings at which they are present. If the Chair is not present, the School Sport Victoria representative will chair the meetings in their absence.

A quorum at a meeting is constituted by more than half of the total number of Committee members.

Relevant papers will be circulated to the Advisory Committee members prior to the meeting. Any requests for clarification regarding the papers prior to the meeting should be sent via email to the Chair.

Committee members are required to declare any conflicts of interest in any matter in relation to which the Committee is concerned. This is to be declared and minuted in Committee meetings.

The Committee must keep a record of its decisions, recommendations and minutes of its meetings, and circulated to members when appropriate.

Information provided to the Committee, including in written and verbal forms, is to remain private and confidential. This includes information shared by Committee members as part of SSV Advisory Committee meetings.

The Committee must comply with all legislation, policies, directions, guidelines and procedures which apply to the Department.

Out of session requests may be requested by the Chair, where advice is required by the SSV Advisory Committee between scheduled meetings. This may include advice sought via email, verbally or at an out of session meeting with the SSV Advisory Committee.

The following meetings will be administered by the Advisory Committee:

<b>Meetings</b>	
<b>SSV Advisory Committee meetings</b>	The Committee will hold a minimum of four (4) meetings per year. Note that out of session meetings may be held if requested by the Chair.
<b>Special general meetings</b>	The Committee may, whenever it thinks fit, require the Chief Executive Officer to convene a special general meeting of SSV.

<b>Review</b>	
<b>Final</b>	April 2021