



# WOMEN'S PATHWAY WORKING GROUP (WPWG)

## TERMS OF REFERENCE

*Reporting to the CEO*

### Establishment

The Women's Pathway Working Group (WPWG) is a permanent standing working group, established by the Board to support the strategic direction, governance and leadership of women's pathway initiatives by Baseball Victoria.

### Purpose

The WPWG advises and makes recommendations to the CEO and High Performance Pathway management team on governance and the strategic alignment and management of the Women's Pathway Plan and associated key strategic priorities, which may include:

- Women's pathway relating to athletes and coaches:
- Performance Training Environment (PTC – Academy programs)
- Women's pathway policies, processes and practices
- Priorities for resource allocation and financial investment
- Create participation and performance pathway opportunities for Women's and Girls
- Integrate with State/National pathway model and align with National Coaching Philosophies
- New initiatives to assist in the attainment of key strategic objectives
- Other responsibilities as directed by the CEO

### Meetings

The WPWG shall meet face-to face or by teleconference a minimum of four times a year and otherwise as determined by the Chair

- In the absence of the Chair the optional Baseball Victoria (BV) Board Member or the most senior BV staff member present at a meeting shall chair the meeting
- A quorum will be constituted by the Chair as a majority (>50%) of current permanent members of the Group
- Any other person may attend a meeting at the invitation of the Chair
- An agenda shall be prepared and circulated prior to every meeting.

- A standard annual agenda based on known events/activities will be established and reviewed annually Attachment 2.
- Information supporting agenda items shall be circulated with the agenda
- Minutes shall be taken at each meeting, outlining all recommendations and actions arising
- Minute taking will be the responsibility of Baseball Victoria staff at the meeting

## Delegated Authority

The Group has the following delegated authority:

- Selection of optional committee members
- Additional Attendees at meetings

## HPPWG Membership

- The WPWG will comprise of a maximum of five members constituted as follows:

### **WPWG Members:**

- Designated Baseball Victoria Director (Chair – Women’s rep)
- Player and Coaching Pathway officer /High Performance officer
- BV Women’s Head
- Stakeholder representatives -
- Voting Members as determined by the Board/ Group
- An individual may be a member of the Group in more than one capacity
- In addition to the permanent Group members, the Group Chair can (with agreement of the committee) invite occasional members, who have expertise that is relevant to specific Group projects.
- Membership will be reviewed annually by the Chair, following the review of the Baseball Victoria Strategic Plan and the Group’s purpose
- Current members of this Advisory Group are listed in *Attachment 1*

## Sub Committees

- The WPWG may establish sub-committees or project teams at its discretion to assist with specific functions and initiatives that are consistent with its terms of reference.
- Membership of sub-committees will include at least one WPWG member, who will be the Chair of the sub-committee, and other members with expertise and experience appropriate to the purpose of the sub-committee.
- Sub-committee members will abide by the requirements expected of Group members (outlined above)
- The sub-committee will report back to the WPWG as determined the WPWG
- Sub-committee meetings:
  - The frequency of sub-committee meetings will be determined by the Chair of the sub-committee.
  - In all other ways sub-committee meetings will reflect the meeting requirements of the Group (as outlined above)

## Amendments

- The WPWG may recommend to the Board of Baseball Victoria that these Terms of Reference be varied to enable it to deal with any matter or issue which it considers should be addressed by the Group.
- The Group Chair may at any time request an amendment to vary these Terms of Reference as necessary

**Approved by the BV Board:**

**Amended by the BV CEO:**

## Attachment 1: Women's Pathway Working Group Members

Committee Member	Capacity	Contact
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