



MODERNISATION OF SUMMER BASEBALL TRANSITION WORKING GROUP (TWG) TERMS OF REFERENCE

Reporting to the CEO

ESTABLISHMENT

The Transition Working Group (TWG) is a permanent standing working group, established by the BV Board to support the transition and implementation of the Modernisation of Summer Baseball plan by Baseball Victoria.

PURPOSE

The TWG advises and makes recommendations to the CEO and Board on the Modernisation of Summer Baseball plan. This encompasses transitional changes, timelines for implementation and associated key strategic priorities to overcome potential competition barriers, which may include:

- Review and modification of the competition structure:
- Increased game timeslots on Sunday for junior play
- Addressing Saturday play for the senior competition
- Review of playing conditions to support the modernisation of the competition
- Establish timelines for changes to be implemented
- Implementation of key criteria to develop club sustainability and capacity

MEETINGS

The TWG shall meet face-to face or by teleconference monthly or as determined by the Chair.

In the absence of the Chair the Deputy Chair will be appointed to chair the meeting.

A quorum will be constituted 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 agenda based on known items will be established and reviewed regularly. *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

TWG MEMBERSHIP

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

TWG Members:

- Designated Baseball Victoria rep (Chair – BV rep)
- Two Pennant Committee representatives
- Two summer club representatives
- One player/coach representative

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 a review of the Baseball Victoria Strategic Plan and the Group's purpose.

Current members of this Working Group are listed in *Attachment 1*

SUB COMMITTEES

The TWG 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 TWG 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 TWG as determined the TWG.

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 TWG 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: Transition Working Group Members

Committee Member	Capacity	Contact