



## 1. Introduction

- 1.1. The Skateboarding High Performance Committee (**'Committee'**) is a committee of the Skate Australia Ltd Board (**'Board'**) established under s.19 of the Constitution.
- 1.2. This document sets out the purpose, authority, role and responsibilities, composition, term and meeting processes of the Committee. (**"Terms of Reference"**).
- 1.3. Committee members are appointed by the Board.
- 1.4. In the case of any misalignment between this document and the Constitution, the Constitution takes precedence.

## 2. Purpose

The purpose of the Committee is to assist the Board in fulfilling its strategy, review and oversight role of Skate Australia's Skateboarding High Performance Program (**'Program'**).

## 3. Authority

The Board delegates its responsibilities under section 4 to the Committee subject to the Committee complying with the duties imposed on Directors by:

- 3.1. the Corporations Act 2001 (Cth);
- 3.2. the Skate Australia Constitution;
- 3.3. any policy, guideline, values, governance framework or specific direction of the Board which relate to the exercise of powers delegated to the Committee; and
- 3.4. not causing Skate Australia to be in breach of a Relevant Law.

## 4. Role of the Committee

The role of the Committee is to assist the Board in achieving elements of its Strategic Plan by:

- 4.1. Reviewing and providing recommendations to **the Board** in relation to:
  - 4.1.1. development and oversight of the Skateboarding High Performance Strategy (**'Strategy'**);
  - 4.1.2. ensuring annual review of the Program against the Strategic and/or operational plans;
  - 4.1.3. reviewing and recommending policies related to the Program.
- 4.2. Assisting and advising the **CEO and Skateboarding High Performance Manager ('Manager')** of Skate Australia to fulfil their collective responsibilities by:
  - 4.2.1. reviewing annual operational, workforce and financial plans developed to achieve the objectives of the Strategy;



- 4.2.2. ensuring reporting and accountability to stakeholders and funding partners, including the Australian Sports Commission (ASC) and National Institute Network (NIN);
- 4.2.3. supporting the Manager to develop connections and relationships with existing and potential stakeholders and partners of Skate Australia, and providing mentoring in their area of expertise.
- 4.3. Monitoring and challenging the implementation of the Strategy and operational plans by regularly reviewing progress made to ensure that:
  - 4.3.1. the actions listed are being implemented
  - 4.3.2. any actions not being implemented are identified with a focus on resourcing and implementation
  - 4.3.3. the actions remain relevant and in the Strategy as appropriate

### 5. Additional Scope of the Committee

Without limiting the role of the Committee under Clause 4, the Committee may consider and report to the Board on matters of skateboarding high performance, including but not limited to:

- 5.1. the adoption of and changes to the Committee's Terms of Reference;
- 5.2. the consideration of relevant input and feedback from key stakeholders, including Skate Australia sub-committees (e.g. Athlete's Committee) to facilitate timely and effective Board decision making on skateboarding high performance matters;
- 5.3. promoting opportunities for alternative investment into Skate Australia's skateboarding high performance program to complement government funding and support non-government funded athletes;
- 5.4. supporting the creation of an environment that maintains a holistic approach towards athlete wellbeing and personal growth at its core;
- 5.5. considering new horizons and innovations that may add value to the skateboarding high performance program; and
- 5.6. ensuring the skateboarding high performance environment maintains a safe, respectful culture of continuous improvement beyond competition results.

### 6. Responsibilities

#### 6.1. Skateboarding High Performance Strategy

- 6.1.1. Develop and oversee the Strategy as drafted by the Manager, including the program philosophy, strategic priorities, financial management and delivery model. The process to develop the draft Strategy should be undertaken in consultation with the Executive Director and Board to ensure it forms a core part of, and aligns with, related elements of the Skate Australia's strategy.



### 6.2. Operational Plans

6.2.1. Review the operational plan, workforce plan and budget developed by the Manager and Executive Director to ensure they will achieve the objectives of the Strategy.

### 6.3. Skateboarding High Performance Competition and Selection

6.3.1. Provide advice and assistance to the CEO and Manager regarding the development of the park and street skateboarding national event series/pathway.

6.3.2. Provide advice and assistance to the CEO and Manager regarding the development of the qualification process and selection policy for the Olympic Games, Paralympic Games, World Skate Games and other international events for park and street skateboarding, and recommend the process and policy to the Board.

6.3.3. Recommend to the Board for endorsement the selection of athletes to represent Australia at the Olympic Games, Paralympic Games, World Skate Games and other international events.

6.3.4. Ensure that selections are fair and transparent and enable to the selection of athletes that will provide the best possible result outcomes.

6.3.5. Complete a post event review of the success of the team following each Olympic Games, Paralympic Games, World Skate Games or other international events.

### 6.4. Policies

Review and recommend to the Board for approval, policies specifically relating to the Program.

### 6.5. Evaluation and Reporting

6.5.1. Develop and deliver a reporting framework to appropriately inform the Board of matters related to the Program.

6.5.2. Ensure annual review of the Program against the Strategy and/or Operational Plans and KPIs, and against funding agreements.

## 7. Composition and Term

The Committee will consist of a minimum of five people, up to a maximum of nine people;

7.1. A Skate Australia Director;

7.2. Up to five additional members who possess a mix of the following:

7.2.1. Extensive knowledge and experience of the key drivers that underpin success in international high performance sport;

7.2.2. Extensive technical knowledge and understanding of high performance park and street skateboarding;



- 7.2.3. Extensive knowledge and experience of the key drivers that underpin success in non-sport domains (eg technology, health, research, business, education, investment etc).
- 7.3. One of the additional members will have governance experience and will be appointed by the Board to the role of Independent Chair.
- 7.4. The Skate Australia CEO and High Performance Manager are ex-officio members of the committee and shall attend each meeting. Additionally, an employee of the Australian Institute of Sport will be appointed to the Committee as an observer. The CEO, High Performance Manager and AIS observer may contribute to committee discussion, but do not participate in voting on any decisions.
- 7.5. In appointing the Committee, the Board will have regard to the Conflict of Interest Policy and desirability for diversity amongst members of the Committee, subject at all times to the technical requirements necessary.
- 7.6. Non-Executive members of the Committee will be appointed by the Board for a term of three years, with initial appointments staggered to ensure appropriate succession while retaining corporate knowledge. The maximum term limit is nine years.
- 7.7. Members of the Committee will be appointed and replaced by the Board as required.

## 8. Meetings

- 8.1. A quorum of the Committee consists of more than half the number of voting members of the Committee.
- 8.2. Should the Committee Chair be absent from a meeting, the Committee members present must appoint a Chair for that particular meeting.
- 8.3. Any matter resolved by the Committee in a meeting shall be by a simple majority of members present. Each Committee member shall have one vote. The Chair does not have a casting vote.
- 8.4. The Committee may make decisions between meetings if required, via email circular. Any such decisions shall require a unanimous decision of the Committee, within 7 days of a motion being circulated by the Chair. Committee members shall provide their response to any email circular resolution via a "reply all" email to the Chair. All circular resolutions and their outcome shall be outlined in the papers for the subsequent Committee meeting, and recorded in the minutes.
- 8.5. Additional Skate Australia employees, contractors or specialists/experts may be invited to attend or present to Committee meetings as required by the Chair.
- 8.6. The Committee may invite such guests to the entire, or parts of a Committee meeting as it considers appropriate to meet the Committee's purpose and responsibilities.
- 8.7. Committee meetings should be held at least 8 times per year, ideally two of these meetings to be in person. A meeting calendar which aligns to Board meetings is to be published

## **Skate Australia**

### Skateboarding High Performance Committee Terms of Reference



annually in December. However, the Committee may meet as often as the business of the Committee requires and as otherwise directed by the Board.

- 8.8. The Chair of the Committee and Skateboarding High Performance Manager, in consultation with the CEO and Chair of Skate Australia, will be responsible for setting a standard agenda for Committee meetings. The Skateboarding High Performance Manager will request additional agenda items from Committee members prior to preparing the agenda for each meeting.
- 8.9. Minutes of each Committee meeting should be circulated to all Committee members within seven business days after each meeting and will be tabled and presented at the next meeting of the Board. Reports relating to recommendations should be provided with the minutes.
- 8.10. The Committee must provide reports to the Board on all decisions made by the Committee on team selections in a timely manner.

#### **9. Terms of Reference Review**

The Committee should review these Terms at least annually and if appropriate, recommend revisions to the Board.