



WOMENS DEVELOPMENT COUNCIL

TERMS OF REFERENCE



1. GOVERNING BODY

- 1.1 Baseball WA (BWA) is the peak body for the sport of baseball in Western Australia and affiliated with Baseball Australia, Little League International and Pony League International.
- 1.2 The Board of BWA has the authority to, from time to time, establish (and abolish if necessary) any national Advisory Council or sub-Advisory Council it deems necessary to assist with the administration and development of the sport in Australia.
- 1.3 The Baseball WA Participation Manager (PM) reports to the CEO of Baseball WA on Key Performance Indicators as set by the CEO in consultation with the Board.

2 NAME

- 2.1 The name of the council shall be the **Womens Development Council** (“WDC”)

3. PURPOSE

The Purpose of the WDC is:

- 3.1 In conjunction with the PM provide input on the growth of Womens Baseball, Including:

- Coach Development Pathways
- Junior Development Pathways, specifically transition from Tee-ball and retention
- Regional expansion
- Entry level adult participation

- 3.2 Identify and raise issues pertaining to Womens Baseball with the PM that may impact the Sport.

- 3.3 Consider the issues referred to the WDC by the PM and CEO, and acting in the best interest of Baseball in Western Australia, the WDC will:

- Report directly to the PM;
- Assist the PM to set key performance outcomes for State delivery of womens growth for recommendation to the Board;
- Consult with the key stakeholders, local junior competition and baseball communities on matters pertaining to successful development of womens development programs;
- Be available to assist with the implementation and on-going operations of new and/or existing programs as directed by the PM;
- Ensure that the activities of the WDC are conducted in an audit-able, accountable manner;
- Act as ambassadors on issues related to Womens Baseball;
- Consider International aspects of the sport that impact on Baseball in Australia;
- Meet formally as required and where appropriate invite individuals with specialist knowledge or expertise to attend meetings and/or otherwise assist in achieving its objectives; and
- Minute all formal meetings.

- 3.4 Where on-going programs have a program-specific process of post-program review and de-brief, the program operations shall not form part of the WDC’s purpose. WDC members are permitted to be part of the program’s specific review process.

4. MEMBERSHIP

4.1 The PM (or his/her appointed delegate) shall chair the WDC. The balance of the council would consist of one representative from each of the following;

- Each club participating in the Womens Grade (club appointed delegate)
- Each club participating in the Pony Girls League and not the Womens Grade (club appointed delegate)
- Baseball WA Board of Directors (Womens portfolio)
- Volunteer "General Managers" of womens specific program as determined by the PM.

4.2 One member of the council shall be appointed to keep records including the taking and distribution of minutes.

4.3 Council members will cease to be a member of the WDC if they:

- Are replaced by their club as delegate;
- Are no longer in the relevant Board / volunteer positions;
- Bring the sport into disrepute; or
- Otherwise are removed as a council member by the CEO or PM.

4.4 Proxies for absent council members are not allowed.

5 QUORUM

5.1 Five Council members are required to be in attendance at a meeting to achieve a quorum.

6 MEETING DOCUMENTS

6.1 The council chairperson shall create the official agenda for any and all WDC meetings.

6.2 The official agenda and any associated documentation shall be distributed to all council members at least one (1) week prior to the meeting.

6.3 Minutes of the meetings will be circulated to all council members within seven (7) of each meeting.

6.4 Only members of the WDC, CEO and the Board of Baseball WA are approved to receive minutes of the meetings.

6.5 Further to 6.2, delegates wishing to discuss new business should provide documentation of such proposals and provide to the PM for circulation.

7 FREQUENCY OF MEETINGS

7.1 Formal meetings shall be held four (4) times each year. Such meetings shall be either face-to-face or utilising Zoom (or similar).

8 AMENDMENTS

8.1 The terms of reference shall be reviewed annually from the date of approval.

8.2 Terms of reference are to be approved by the CEO;

8.3 Terms of reference may be altered to meet current needs of the WDC on an *ad hoc* basis where deemed necessary.

9 AUTHORITY

9.1 The WDC is not empowered to make decisions on behalf of Baseball WA. All resolutions of the Council are to be presented by the PM to the CEO for consideration and action where appropriate, escalation to the BWA Board, or as otherwise deemed appropriate.

10 CESSATION OF ADVISORY COUNCIL

10.1 The WDC will continue to operate into perpetuity.

10.2 The CEO may, at his/her sole discretion, choose to abolish the WDC.