

## Terms of Reference

# Members Advisory Committee (AAC)

### **COMMITTEE TYPE**

Sub-committee of the Ballarat Regional Athletic Centre

### **PURPOSE**

To support and represent athletes interest within the Ballarat athletics community

### **ROLES**

The committee shall be formed with at least 3 members from the BRAC community. The committee shall select a chair to lead the meetings and may appoint a secretary or note taker. The Community Participation & Growth portfolio members will be the liaison for this committee

### **RESPONSIBILITIES**

- Support athletes in their athletics journey through policy development
- Provide guidance to athletes on member protection and policies that impact directly
- Provide guidance to BRAC committee on athlete and participant queries within athletics
- Showcase and promote safe sport policies
- Support BRAC and Athletics Victoria in the development of their strategic plan.
- Further support athlete development through expanding partnerships with external stakeholders

### **MEMBERSHIP**

Membership of the committee shall be made up of up to 5 people who possess skills and experience in any of:

- Athlete or Participant Experience (Masters)
- Athlete or Participant Experience (Junior)
- Athlete or Participant Experience (OPEN)
- Extensive Athletics Experience and profile.
- Sports Administration
- Financial or accounting background

The committee shall appoint a Chairperson to ensure good governance of meetings.

### **MEETINGS**

The committee shall hold at least 6 meetings per year or as many as they deem necessary to complete their responsibilities.

Meetings shall be held (In person or online) bi-monthly or as required to meet the objectives of the committee. Min 51% of committee will be required for quorum.

### **POLICY OWNERSHIP**

This committee shall have no ownership over any BRAC policies, however will guide the creation of a strategic plan for BRAC endorsement.

### **REPORTING**

The committee shall provide an update (verbal or written) at each meeting of the BRAC Board Meeting. The Community Growth & Participation board member will provide the report at each board meeting