

## Terms of Reference

# Operations & Events Committee (OEV)

### **COMMITTEE TYPE**

Sub-committee of Ballarat Regional Athletic Centre.

### **PURPOSE**

To provide guidance on the operations and events for the regional athletic centre

### **ROLES**

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

### **RESPONSIBILITIES**

- Manage and facilitate the competition schedule in Ballarat in partnership with BRAC committee and Athletics Victoria
- Provide guidance on the BRAC Cross Country season including scheduling and registration
- Support registered officials and volunteers within the BRAC athletics community
- Support BRAC and Athletics Victoria in the development of the AVSL season
- Further support development through expanding partnerships with external stakeholders
- Maintain and grow the number of events conducted in Ballarat each year

### **MEMBERSHIP**

Membership of the committee shall be made up of up to 6 people who possess skills and experience in any of:

- Strategic Planning
- Competition Management
- Extensive Athletics Experience and profile.
- Sports Administration
- Data Experience

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 must abide by rules and regulation placed by BRAC

### **REPORTING**

The committee shall provide an update (verbal or written) at meetings of the BRAC Board.