# Advisory Committee Terms of Reference

**Advisory Committee: Competitions**

1. Functions
   1. The Committee is responsible for advising the Competions Manager (CM) on all matters relating to the Willetton Basketball Association (WBA) domestic competitions.
   2. The Committee will –
      1. Provide feedback, advice and recommendations to the Competitions Manager on all matters pertaining to domestic basketball within the WBA.
      2. Provide feedback and advice to the Competitions Manager in relation to the application and annual review of the relevant by-laws of WBA domestic competitions.
      3. Provide feedback and recommendations to the Competitions Manager in relation to all fees associated with the respective WBA domestic competitions.
      4. Provide strategic advice to the Competitions and Stadium Manager to assist with the growth and future sustainability of WBA junior and senior domestic competitions.
      5. Provide feedback and advice to the Competitions Manager in relation to providing adequate support and guidance for the WBA domestic clubs.
      6. Provide feedback and advice to the Competitions Manager in relation to maximising SBL player engagement within the domestic competitions including grand finals matches.
2. Membership

2.1 Chairperson to be appointed by the Board.

2.2 Competitions Manager

2.4 Senior Representative

2.5 Chairperson of Junior Competitions Advisory Committee

2.6 Nominated member of Referee Advisory Committee

2.7 Two general members

1. Terms of Office

3.1 The Chairperson will hold office for a two-year term.

3.2 The Chairperson maybe reappointed to serve further terms.

3.3 Senior Representative elected through a call for nominations via the Senior Competition Players by the Chair of the Committee.

3.4 General members elected through a call for nominations via the WBA community by the Chair of the Committee.

3.5 General members will hold office for a two-year term.

3.5 At the inception of the Committee one general member shall service a one year term to allow for succession planning.

1. Rights of Audience and Debate

4.1 The Committee may invite any person/s from WBA (for example Stadium Manager) or external to, to attend an entire meeting or meetings, or to attend for one of more specified items, with rights of audience and debate.

1. Quorum

5.1 Quorum shall be at least 5 members.

6. Establishment of Working Parties

6.1 The Committee may establish working parties to address particular, specific issues. A working party is disestablished upon completion of its brief.

7. Meeting Schedule

7.1 The Committee shall meet as frequently as necessary, but not less than once every two months.

7.2 The meeting schedule and venue shall be distributed to members by the Secretary, at least one week prior to the meeting.

7.3 The meeting minutes shall be distributed to members by the Secretary, no later than one week following a meeting being held.

7.3 A special meeting may be called with the agreement of half of the members or at the discretion of the Chairperson.

8. Reporting

8.1 The Committee will report to the Competitions Manager.

8.3 The minutes of the Committee will form part of the Chief Executive Officer (CEO) report to the Board.

8.2 The Chairperson or nominated Committee representative will represent the Committee on the Executive Advisory Committee.

9. Servicing the Committee

9.1 The CEO shall appoint a secretary to the Committee.