# Working Group - Terms of Reference

**Working Group: Events and Volunteer**

1. Functions
   1. The Working Group is responsible for advising the Chief Executive Officer (CEO) on matters relating to the Willetton Basketball Association (WBA) events and volunteers.
   2. The Working Group will –
      1. Formulate and provide an outline of annual WBA events to the CEO of WBA for the upcoming calendar year as it pertains to NBL1 and WABL programs by November of the prior year.
      2. Formulate a proposed budget for identified WBA events as outlined during the calendar year and present this to the CEO of WBA for review and endorsement.
      3. Plan, organise, faciliate and promote all key events as outlined in the events plan to the appropriate target audience for each event using the appropriate club communication channels.
      4. Identify potential persons and establish a succession plan for key volunteer roles within WBA that pertain to the WABL and NBL1 programs.
      5. Provide feedback and advice to the CEO of WBA in relation to volunteer recognition strategies to implement within WBA.
      6. Formulate a proposed budget for volunteer recognition opportunities during the calendar year and present this to the CEO of WBA for review and endorsement
      7. Formulate and oversee an annual volunteer recognition function for WBA volunteers.
      8. Provide support to the NBL1 program by liaising with the WABL program to fulfill game nights requirements for NBL1 game nights.
      9. Liaise with and work collaboratively with the Hospitality Co-ordinator of WBA in relation to all events and catering (food & beverage) at Willetton Stadium.
2. Membership

2.1 Chairperson to be appointed by the Board

2.2 NBL1 Game Night Entertainment Administrator elected through a call for nominations via the WBA community by the Chair of the Working Group.

2.3 NBL1 Events Administrator elected through a call for nominations via the WBA community by the Chair of the Committee.

2.4 WABL Events Administrator elected through a call for nominations via the WBA community by the Chair of the Committee.

2.5 Volunteer Coordinator elected through a call for nominations via the WBA community by the Chair of the Committee.

1. Terms of Office

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

3.2 The Chairperson may be reappointed to serve further terms.

3.3 NBL1 Game Night Entertainment Administrator will hold office for a two-year term.

3.4 NBL1 Events Administrator will hold office for a two-year term.

3.5 WABL Events Administrator will hold office for a two-year term.

3.6 Volunteer Coordinator will hold office for a two-year term.

3.5 At the inception of the Working Group two members shall service one year’s term to allow for succession planning.

1. Rights of Audience and Debate

4.1 The Working Group may invite any person/s from WBA 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 3 members.

6. Establishment of Working Parties

6.1 The Working Group may establish working parties to address particular, specific issues. A working party is disestablished upon completion of its brief and/or will not operate beyond the end of any one season.

7. Meeting Schedule

7.1 The Working Group shall meet as frequently as necessary, but not less than monthly during the NBL1 and WABL seasons.

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 CEO.

8.3 The minutes of the Committee will form part of the CEO’s 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 working group members shall appoint a secretary to the Committee.