

Women's Masters

Terms of Reference

This document is to be read in conjunction with the HQ Committees Charter

Purpose of the Committee	<p>The Women's Masters Committee (WMC) assists and advises Hockey Queensland on fulfilling its oversight responsibilities relating to:</p> <ul style="list-style-type: none"> • Develop and oversee programs. • Overview of Masters State Championships. • Develop and grow Women's Masters Hockey (both Indoor and Field) across Queensland.
Membership	<p>Membership of the Committee will include</p> <ul style="list-style-type: none"> • Chairperson • 8 general members • A HQ staff member may also attend the committee meetings but will not be considered a member of the committee.
EOI's and Criteria	<ul style="list-style-type: none"> • EOI's for positions will be called for by HQ as per the Charter each year. • Appointment process will be followed as per the Committee Charter.
Term	<p>Two (2) years for the Chair and 6 general member positions One (1) year for 2 general members</p>
Quorum	<p>As per the Charter: The quorum of meetings shall be:</p> <ul style="list-style-type: none"> • Committees with 6 or more members - 4 members • Committees with 5 or fewer members - 3 members
Delegated Authority	<p>The WMC will undertake its responsibilities and make recommendations for improvement to HQ in the following areas:</p>
1. Policy	<p>Establish, implement, monitor the effectiveness and review the required policies to ensure alignment with National policies and relevance for Queensland.</p>
2. Finance	<p>The budget and expenditure for Women's Masters activities will be determined by the CEO, which must include sign off by Hockey Queensland Board. It is expected recommendations on program activities to come through this Committee to the CEO.</p>
3. Appointments	<p>Appointments will be made by the WM Appointments Panel. For the WM Contingent Leader and Coaching Coordinator the panel will be:</p> <ul style="list-style-type: none"> • HQ CEO. • A HQ Staff Member. • WMC Player Survey Manager.

	<p>The WM Ratifying Panel for all team positions and selectors will include:</p> <ul style="list-style-type: none"> • A HQ Staff Member. • HQWMC Chair. • WMC Player Survey Manager. • Contingent Leader. • Coaching Coordinator. <p>Panel Members will only be involved in appointments where they are not nominating for a role.</p> <p>The WM Ratifying Panel's role is to ensure the HQ Selection Policy has been followed and to appoint State Team Coaches, Managers and Selectors (including Chair of Selectors).</p> <p>The WM TeamQLD Ambassador will be identified and recommended by the WM Chair to and will be appointed by the HQ CEO.</p> <p>All appointments require endorsement by the HQ CEO.</p>
4. State Team Selections	<ul style="list-style-type: none"> • Where sufficient nominations are received the WMC aim to send teams to the National Championships each year in the O/34, 40, 45, 50, 55, 60 and 65 divisions. Player welfare and quality experience, withdrawals and sustainability will be considered when entering teams. • Additional teams may be entered to supplement any age group subject to player availability. • Encourage experienced and accredited Coaches, Managers, Contingent Leader, Coaching Coordinator and TeamQLD Ambassador to nominate for the National Women's Championships. • Establish and communicate clear recruitment guidelines and timeframes for the appointments of Women's Masters State Team Selectors, Coaches, Managers, Contingent Leader, Coaching Coordinator and TeamQLD Ambassador. • Provide effective leadership in induction and performance monitoring to appointed officials • Provide cost effective support to players, Coaches, Managers, Contingent Leader, Coaching Coordinator and TeamQLD Ambassador who attend National Women's Championships.
5. Tournaments	<ul style="list-style-type: none"> • Provide oversight of the State Women's Masters Championships • Provide support for State Women's Masters Indoor Challenge • Oversight of the HQ Contingent attending the National Women's Masters Championships.

6. Communication	<ul style="list-style-type: none"> • Continue to build the WM Delegates network across Queensland's Associations. • Foster an effective working relationship directly with the Master's community through the WM Delegates in the Associations. • Promote WM opportunities, activities and successes through all available avenues including maintaining the WM Website, Facebook and contributions to HQ newsletter <i>The Dribble</i>.
7. Rules & Manuals	Develop policies and protocols for the Women's Masters State Championships and State Team administration
Reporting	Provide timely provision of the meeting minutes to the HQ Board via designated portal and report progress of their Operational Plans to the HQ Board at least once annually.