

# **Water Polo Australia Limited**

**ABN 86 159 573 403**

## **Australian Water Polo League Advisory Committee Charter**

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### **1. PURPOSE**

This Charter sets out the purpose, responsibilities, authority, membership, and meeting processes of the Australian Water Polo League Advisory Committee (the Committee) of the Water Polo Australia Limited Board (WPA).

The purpose of the Committee is to provide support and advice to WPA via the National Performance Director, on behalf of the participating teams, in relation to the strategic direction and operational delivery of the Australian Water Polo League (the League) with the aim of achieving the agreed vision and objectives.

### **2. RESPONSIBILITIES AND AUTHORITY**

#### **2.1 Responsibilities**

The Committee has the following responsibilities:

- To review and provide recommendations to WPA in relation to the strategic direction of the League.
- To provide collective feedback from the Clubs/Teams in relation to the operational delivery of the League.
- Gather input from Team and Club representatives as required and present a collective position back the Committee and WPA as required.
- To leverage existing partnerships and contacts to assist in supporting the growth of the League.
- To meet at least four (4) times per year, with a set agenda, minutes recorded and distributed back to League Clubs/Teams.

## **2.2 Authority**

The Committee is an advisory committee and does not have decision-making capacity, on matters that require Board approval in line with the WPA Delegations policy. For all other operational matters, the Committee will make recommendations to WPA.

## **2.3 Board Directions**

The Board may delegate additional powers, responsibilities and authority to the Committee, generally or for a defined period, and may remove and re-allocate any power, responsibility and authority to the Board, other committees or other persons at any time.

The Board may give the Committee directions, via the National Performance Director, as to the manner of exercising any of the Committee's powers, responsibilities and authority as the Board sees fit at any time which override any inconsistent provisions of this Charter, and the Committee will follow any such direction.

# **3. STRUCTURE AND COMPOSITION**

## **3.1 Membership**

The Committee shall comprise as follows:

- Four members elected by the AWL Clubs<sup>1</sup>
- National Performance Director (or their nominee)
- National Competitions Manager (or their nominee) who will also act as Secretary

The Committee from time to time will invite subject matter experts to attend meetings as required.

## **3.2 Chair**

The Chair<sup>2</sup> is appointed by the Committee at the first committee meeting of the financial year following the election.

Should the Chair be absent (and no deputy or acting chair has previously been appointed), the Members present at the Meeting may elect one of their number to chair that Meeting until the Chair is present.

The role of the Chair is to:

- determine the agenda for Meetings in conjunction with the National Performance Director or their nominee.
- chair Meetings and take reasonable steps for the proper functioning of the Committee, including the proper conduct of Meetings and an appropriate level of discussion.

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<sup>1</sup> For 2021 Antony Green, Damian Smith, Rob Neesham and Peter Cleary

<sup>2</sup> Antony Green was appointed Chair for 2021

- take reasonable steps regarding the adequate and timely flow of relevant information to League Clubs/Teams.
- advise WPA of the Committee's recommendations and report to the WPA Board, as requested, on behalf of the Committee.
- review and arrange circulation of draft minutes of the Committee for Club comment and sign the minutes with or without change after considering any comments; and
- liaise on behalf of the Committee with other committees, external parties and management.

### **3.3 Election**

The Committee elections will be undertaken under the following rules:

- The nomination and election process will be undertaken by WPA.
- Each Club shall be entitled to single (1) vote in the election of members.
- Clubs vote through their nominated Voting Representative.
- A candidate nominated for election to a position on the Committee must be nominated by a Club.
- Elections shall be conducted as simple, "first past the post" elections, with the principle being that the highest-polling candidates are elected; and
- WPA may carry out the election by email or electronic voting system.

### **3.4 Terms**

It is good practice to periodically rotate Committee membership, and Members should not anticipate continuous service on the Committee for longer than five years.

Committee members will be appointed on rolling terms, on the following basis:

- Chair – The appointed chair may serve for up to three years.
- Members – two members may serve for two years each from election.
- Member – one member will serve for one year from election.

The elected member with the lowest number of votes will serve the one-year term. All other elected members will serve a minimum of two years, unless appointed Chair following the election. The Chair's three-year term commences from the first year they are elected Chair.

If after one year, a new Chair is elected the previous Chair, will complete the second year of their tenure and stand down at the end of their second year.

If a member serves as Chair for two years and is then not reappointed Chair, they may continue for one more year to complete a three-year term.

Elections will occur annually at the first meeting of the new financial year. Vacating members may be re-nominated by their Club but may not serve more than three (3) consecutive terms. A break of 18 months constitutes a break in consecutive terms and resets the period of continual service.

### **3.4 Expertise and Attributes**

To assist the Advisory Panel to perform its role and to support the achievement of the vision for the Australian Water Polo League, it is important for the Panel to contain members who bring attributes to the panel that will contribute the delivery for the League vision and objectives. These are described in the expression of interest documentation at the time of election and may be updated from time to time.

## **4. MEETINGS**

### **4.1 Frequency and Notice**

The Committee will meet as frequently as is necessary to undertake its role effectively and under normal circumstances at least four times per financial year.

The Chair may call Meetings and will call a Meeting if required by the Clubs. Notice of each Meeting confirming the date, time, venue and agenda providing adequate details sufficiently in advance to allow Members a reasonable opportunity to prepare and attend will be forwarded to each Member and the Secretary.

The number of Meetings and Members' attendance at those Meetings should be disclosed in the WPA annual report and/or on the WPA website. Members are required to attend at least 75% of meetings per year to maintain their position the following year.

Notice of a Meeting may be given by telephone or electronic communication.

### **4.2 Quorum**

A quorum is constituted by three (3) of the elected Members present at the time the Meeting commences.

### **4.3 Other Attendees**

Non-members or subject matter experts may be invited to attend and speak by any Member, with the Chair's permission, for all or part of any Meeting.

Standing invitations to attend and speak at Meetings may be issued to non-members by the National Performance Director or the Chair. Any standing invitation or permission granted or invitation issued by the National Performance Director or Chair may be withdrawn, suspended or revoked by the National Performance Director or the Chair in respect of all or any part of any Meeting at any time.

Only Members have voting rights.

#### **4.4 Member Interests**

Subject to the Law, Members will not be provided with relevant Committee papers, participate in discussions and must not vote (or be present for the voting) on any matter in respect of which that Member has a material personal interest.

Any such interests should be declared and noted in the minutes of the relevant Meeting. In the case of Member Directors this may be satisfied by re-stating at the start of the Meeting and recording in the minutes a Member's relevant interests as they appear in the Register of Members' Interests maintained by the Committee.

A conflict of interest register will be maintained by the Committee and updated at each meeting. Membership of an AWL Club will not be considered a conflict of interest for the purpose of this Committee.

#### **4.5 Support**

All records, including agendas, minutes and any reports or other materials tabled at a Meeting will be maintained and managed by the Secretary in the same manner as similar Board records are maintained and managed from time to time.

The Secretary will also be responsible for arranging the venue or the technology to be used for the Meeting, producing (in conjunction with the Chair) and circulating any notice of Meeting, agenda and materials for the Meeting, as well as (except when the Committee is in closed session) attending and taking and circulating the minutes of the Meeting to the Chair for review and approval, as well as to other members, invitees and the Board as appropriate (or arranging for this to be done).

#### **4.6 Use of Technology**

Meetings may be conducted other than in person using any technological means by which Committee meetings may be conducted that has been consented to by all Members (and not withdrawn), or otherwise is consented to by Members.

Each Member by agreeing to be a Member is taken to have consented to the use of such technological means that has been consented to by all Members for Committee meetings.

#### **4.7 Minutes**

Minutes of all proceedings and decisions of the Committee shall be made, entered and signed in the same manner as required by law for Board proceedings and decisions as required by 45(d) of the Constitution.

#### **4.8 Recommendations and Decisions**

Matters will be decided by a majority of votes made by Members present and voting at the Meeting. The Chair does not have a casting vote and matters in relation to which the Committee holds delegated decision making or action authority under 2.2 of this Charter with an equal number of votes for and against will be referred to the Board for resolution.

## 5. REPORTING

### 5.1 To Board

The minutes of Meetings shall be included in the papers for the next High-Performance Committee (HPC) and Sport Development Committee (SDC) meetings after approval by the Chair. The National Performance Director shall report (orally or in writing) the Committee's decisions, findings and recommendations to the HPC/SDC after each Meeting.

## 6. MEANING OF WORDS

In this Charter, unless the context otherwise requires:

**Board** means the Board of WPA.

**Chair** means the Chairperson of the Committee.

**Committee** means the Australian Water Polo League Advisory Committee.

**Company** or **Organisation** or **WPA** means Water Polo Australia Limited.

**Constitution** means the Constitution of WPA.

**Meeting** means a meeting of the Committee.

**Member** means a member of the Committee.

**Secretary** means the Committee Secretary (or his/her delegate approved by the Chair).

The singular imports the plural and vice versa; and

Other terms defined in the Constitution have the same meaning in this Charter.

## 7. REVIEW AND ASSESSMENT

The Committee shall review this Charter and evaluate the Committee's performance and the extent to which the Committee has met its purpose and responsibilities annually in the last meeting of the financial year and provide its evaluation to the Board, together with any commentary as to the appropriateness of this Charter and any recommendations arising from the evaluation.

The Board will evaluate the performance of the Committee and revise this Charter from time to time as appropriate.

## 8. HISTORY

**Endorsed** by the Board: November 12, 2020 with immediate effect.

