

STATE AND TERRITORY ADVISORY COMMITTEE
TERMS OF REFERENCE

2021



State & Territory Advisory Committee - Terms of Reference

Preamble

Touch Football Australia (TFA) is the governing body for the sport of Touch Football in Australia and operates under a hybrid governance model. The state offices of the Australian Capital Territory, Victoria, Tasmania, South Australia, Northern Territory and Western Australia are directly managed by TFA under a unitary management model with Queensland and New South Wales operating as a member and separate entity.

Our objective is to administer, promote, and manage the sport of Touch Football in Australia with a whole of sport focus and attitude. It is our duty to provide overall strategic direction and leadership for the sport to deliver benefits to the membership.

In order to achieve this objective TFA relies on the sport's volunteer community. At the forefront of this community are the State and Territory Advisory Committees (STAC) who are vital to the growth and prosperity of the sport in each of the respective locations.

1. OBJECTS

- 1.1 Each STAC has powers delegated to it through these Term of Reference and in accordance with the TFA Constitution.
- 1.2 Specifically, the role of the STAC is to support the TFA Board and State offices by making recommendations in relation to the objects outlined below:
 - » provide strategic advice on growing the sport in its State or Territory;
 - » communicate to the TFA Board, TFA management and State or Territory staff on localised issues and recommendations for solutions;
 - » provide leadership and advice to its State or Territory operations on growth initiatives;
 - » act as the sole State or Territory representative of TFA in accordance with the TFA Constitution;
 - » support the State Council and Affiliates in the relevant State or Territory;
 - » conduct, encourage, promote and advance the sport of Touch Football (in any form) in its State or Territory;
 - » communicate to the Board any matters relevant to ensuring that all Touch Football is carried out in a manner which secures and enhances the experience of participants, spectators and the public and which allows the sport to be safe, competitive and fair;
 - » represent the interests of its Members and of Touch Football generally in any appropriate forum;
 - » seek and obtain access to facilities for the playing and enjoyment of Touch Football;

- » do all that is reasonably necessary to enable these objects and the Objects of TFA to be achieved and to enable its Members to receive the benefits which these objects are intended to achieve; and
- » assist TFA in the development and achievement of strategic initiatives of the sport in its State or Territory.

1.3 STACs were previously known as State Operations Advisory Panels (this title has been changed in accordance with the definition of State Council in the Constitution).

1.4 Each STAC is a sub-committee of the TFA Board and reports directly to it as outlined in Figure 1. Reporting lines are not the sole communication line, and it is expected that while State Operations and STACs do not report to each other, information flows freely between the two highlighted by the broken line in Figure 1.

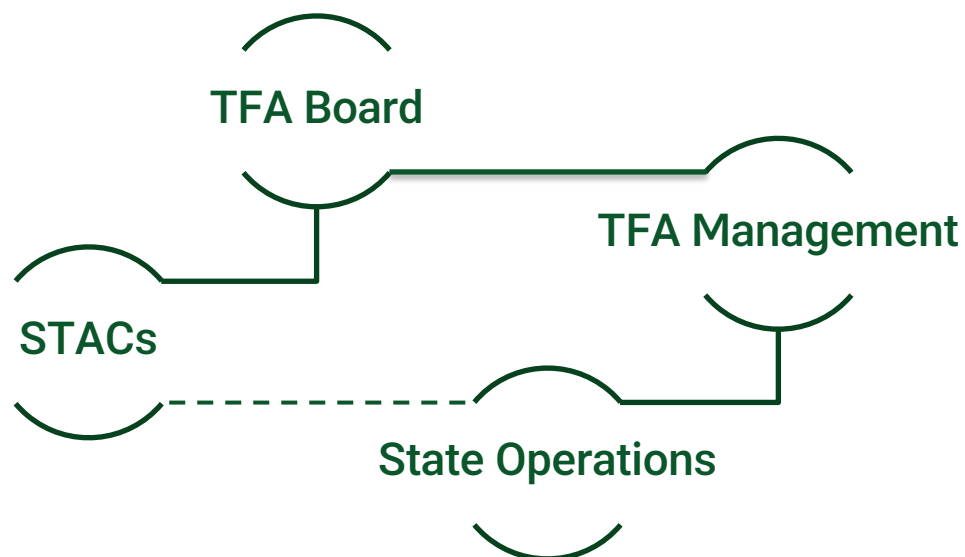


Figure 1 - Lines of reporting and communication

2. MEMBERSHIP

2.1 The Committee will be comprised of up to five (5) members in accordance with the following:

2.1.1 the Committee may have up to three (3) members elected by the relevant State Council at the State Council Annual Meeting;

2.1.2 TFA will appoint one (1) Director of the TFA Board to the Committee; and

2.1.3 the TFA CEO or their nominee will be a member.

2.2 Not more than 3 people of a single gender may be elected/appointed to the Committee .

2.3 Except for a vacancy of the position appointed by the TFA Board or the CEO, the Committee may appoint persons to fill casual vacancies.

- 2.4 A member of the Committee may not be a delegate of an Affiliate at the State Council.
- 2.5 A Committee member will be elected to or appointed by the Committee for a period of three (3) years.
- 2.6 A member elected to or appointed by the Committee will be eligible for a maximum of three (3) consecutive terms.
- 2.7 The term limits prescribed in the 2018 Terms of Reference and 2015 SOAP Standing Orders have been revoked.
- 2.8 At its first meeting following the State Council Annual Meeting, the Committee will appoint a Chairperson who must be an elected member.
- 2.9 All elections and appointments will be carried out in accordance with the requirements prescribed by the TFA Constitution. If there is any ambiguity or if any of the procedures cannot be applied to the STAC, the Board or CEO shall determine how they should be interpreted.

3. MEETINGS

- 3.1 Each State Council will hold an Annual Meeting not more than three (3) months following the Annual Meeting of TFA.
- 3.2 The STAC will meet no less than four (4) times each year.
- 3.3 At least 50% of the Committee must be present to constitute a quorum at a STAC meeting.
- 3.4 The TFA State or Territory Manager will attend each meeting of the Committee and will undertake all administrative tasks required to conduct the meeting.
- 3.5 All meetings including the State or Territory Annual Meeting will be held in accordance with the requirements prescribed by the TFA Constitution. If there is any ambiguity or if any of the procedures cannot be applied to the State or Territory Annual Meeting, the Board or CEO shall determine how they should be interpreted.