



WEST ADELAIDE FOOTBALL CLUB

Terms of Reference

COMMUNITY ENGAGEMENT COMMITTEE

Approved by	WAFC Board
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Author	Community Engagement Committee
Version	1.1

COMMITTEE GENERAL PURPOSE AND OBJECTIVE

The **Community Engagement Committee** is established, as per the WAFC Constitution, as a group of volunteers who will work with historical coterie groups, volunteers and community members to ensure that the club stays true to its vision of serving its community. The committee holds a pivotal role in facilitating communication between all levels of the club and fostering continued good relations.

DUTIES AND SCOPE

The Committee is **not** a decision making body but will become a critical part of success at the club. Specific duties include:

- Assist operational staff in the management and organisation of all volunteers within the WAFC Community,
- Support the off-field professional development of players by facilitating opportunities to connect with members and the broader West Adelaide community on topics including but not limited to future career paths, academic and vocational training and business networking,
- Facilitate clear and open lines of communications throughout all sectors and levels of the club community,
- Develop and maintain close relationships with all members of the WAFC Community,
- Provide an annual report on performance of the committee against the stated strategic and operational goals,
- Provide recommendations to the Board regarding community engagement, philanthropic endeavours and volunteer management, and
- Work with other committees to improve overall club success long-term and delivery of objectives.

The committee will meet as per a schedule as determined by the committee Chair with a view to align to the WAFC financial year – it is expected that this should be no more than once a calendar month.

COMPOSITION

The composition of the committee may change from time to time, depending on the needs and requirements of the committee. It is essential that all members of the committee have specific skills and qualifications that will ensure the committee can meet its obligations and duties. The committee will comprise of no more than seven (7) members at any time.



The general membership of the committee will be:

- Committee Chair (This position will be filled by a Board member with required skills communications, relationship building, or another skill sets as determined by the Board).
- 3 x specialist group members to represent the interests of various groups within the community (1 x designated representative from the three [3] current coterie groups)
- 3 x specialist members with specific skill sets as determined by the committee Chair

In accordance with the WAFC constitution, members of the committee will resign each year to ensure an annual review and selection process that meets the needs of the club.

NOTE: It is not essential that the Chair of this committee is a 'member elect' Director, but rather that the chair should be best qualified to ensure success of the committee.

DELEGATIONS OF AUTHORITY

The Committee is not a decision-making body, it will have the ability to make recommendations for adoption by the Board. The Chair of the committee will be responsible for the selection of the committee members, with a recommendation provided to the Board for final endorsement.

CORPORATE GOVERNANCE

The Committee is to keep formal records of meetings in the form of minutes, a formal register of recommendations, decisions or actions is also to be kept. These documents are to be kept on record and should be available to the Board on request.

The committee shall be responsible for reporting to the Board on a regular basis to ensure a fully informed Board that can comply with all legal requirements and that can serve the community best. This reporting and communication will be facilitated through the Committee Chair and should be provided to the Board each quarter as a minimum.

CONFLICTS AND CONFIDENTIALITY

Upon becoming aware of a conflict of interest, members of this Committee should immediately declare their position and can be excluded from discussions regarding the issue in question. In this way, a conflict of interest does not require a member to be ejected from the Committee in totality.

All discussions should be regarded as **confidential** business (COMMERICAL-IN-CONFIDENCE) until informed otherwise by the Board. Committee members who are unable to comply with confidentiality requirements may be asked to leave the committee by the Board if there is a reputational or organisational risk.

REVIEW

The committee shall be subject to an annual review of performance by the Board to ensure it is meeting its scope and purpose.

Version	Date	Comments
1.1	April 2024	First Draft