



WEST ADELAIDE FOOTBALL CLUB

Terms of Reference

RISK AND GOVERNANCE COMMITTEE

Approved by	WAFC Board
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COMMITTEE GENERAL PURPOSE AND OBJECTIVE

The **Strategic Planning / Sustainability Committee** is established, as per the WAFC Constitution, as a group of volunteers who will be researching, analysing and recommending future strategies to ensure the sustainability of the West Adelaide Football Club long term. The purpose of the committee is to provide specialist advice regarding future options and plans for Board consideration. A major objective of the committee short-term is to deliver planning and analysis of the proposed redevelopment of the Richmond Oval precinct.

DUTIES AND SCOPE

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

- Provide subject matter expertise (SME) advice to the Board regarding all future planning and projects,
- Design, implement and monitor future projects on behalf of the Board,
- Provide an annual report on performance of the committee against the stated strategic and operational goals,
- Provide recommendations to the Board regarding future strategic positioning, 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 less 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 five (5) 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 in strategic planning, commercial business or another relevant field).
- Financial member (this may be filled by the Finance Director, or another member of the Finance committee as deemed appropriate)



- 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.

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. This reporting and communication will be facilitated through the Committee Chair.

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. The Chair of the committee will retain the right to remove any committee member who is considered as having breached confidentiality.

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