**Terms of Reference**

**VOLLEYBALL WA LEAD VOLLEY PANEL (VWALVP)**

***Aim of the VWALVP***

The aim of the VWALVP is to provide advice and guidance to the VWA Board of Management (BOM) and their appointed staff in relation to leadership programs / activities and to provide young people with a voice in the decision making structure of the Association.

***Membership***

* Panel Members aged 18-24yrs, comprising of:
  + Chairperson (to be undertaken by the Panel Members on a rotational basis)
  + 9 Panel Members (with a regional spread where possible)
* VWA Executive Officer (Communications and Marketing Coordinator)
* VWA Coaching and Referee Committee representative (Club & Workforce Development Coordinator)

A quorum of five members (inclusive of the VWA staff) is required for all meetings.

The Panel may from time to time see benefit from inviting another VWA Committee Representative / staff member / stakeholder to attend the meeting. As and when appropriate, the VWA Executive Officer will invite them to the meeting(s).

***Roles and Responsibilities***

* Development of the Lead Volley Pathway, commencing with the Lead Volley Camp
* Communicating with, and promoting the leadership pathway, to young people through the VWA networks, including social media and the VWA website
* Identification of accreditation and recognition opportunities for young leaders internally and externally
* Development of coach and referee mentor programs for young leaders
* Providing advice and guidance (a voice) on volleyball programs, initiative, resources and policies that may impact upon young people
* Representing the VWALVP at state competitions and events, where applicable
* Representing the VWALVP on additional panels / committees

***Working Principles***

1. The members of the VWALVP will recognise and support the confidential nature of the panel and will support and develop Volleyball WA’s broad goal regarding leadership development.
2. The members of the VWALVP will support Volleyball WA’s mission and vision statements and will abide and be bound by the Volleyball WA’s constitution, by-laws and Codes of Conduct.

***Reporting to:***

The VWALVP is a working group (panel) within the VWA structure. The nominated staff member will provide Executive Officer support to the VWALVP and when required will forward the panel’s recommendations to the relevant VWA Committee / Board for discussion and ratification as required.

Notes from the VWALVP are to be tabled and approved at the next official VWA Board meeting. Once endorsed, they will be made available on the VWA website.

The VWALVP will meet four times a year.

***Appointment Process***

An open selection process will be undertaken in November of each year for the VWALVP and nominations will be sought from all levels of the VWA membership and affiliation structure.

If VWA does not receive nominations for all positions on the VWALVP then the role of the Panel will be to identify possible other candidates. It will then be the responsibility of the VWA Executive Officer to approach them in regards to joining the VWALVP.

Conversely if there are more nominations than available on the Panel the following positions shall be responsible for the selection process;

* VWA Operations and Support Manager
* VWA Communications and Marketing Coordinator
* VWA Club & Workforce Development Coordinator

The term of appointment for VWALVP will be 12 months. Members can apply to remain on the Panel as mentors.

**Appendix 2 – Risk Register**

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| --- | --- | --- | --- | --- | --- | --- |
| Risk Ref | Risk |  | Risk Assessment | | | Risk Owner |
| Controls | Consequence Rating | Likelihood Rating | Risk Rating |
| TBC | Lack of planning and strategic purpose for panel | * Volley Lead integrated into Discover Volleyball Campaign * Report presented to Board highlighting strategic objectives * Volley Lead added to FTEM pathway | 2 | 1 | 2  Very low | OSM |
| TBC | No lead officer within the Association | * CMC & CWDC identified as leads * STC to act as assistant | 2 | 1 | 2  Very low | OSM |
| TBC | No interest from young leaders | * Program promoted through all networks * Benefits promoted to leaders * Age groups changed if no interest * Limited investment until panel has commenced | 1 | 3 | 3  Very low | CMC & CWDC |
| TBC | No financial resources to support panel | * External sources sought for panel * Sessions will be delivered for minimal cost where possible | 2 | 3 | 6 Moderate | CMC & CWDC |
| TBC | Leaders not valued / recognised | * Leaders recognised within the committee structure * Purpose and outcomes of committee will be promoted * Young leader award built into VWA Awards structure | 3 | 1 | 3  Very low | CMC &  CWDC |
| TBC | No tracking of leaders onto other committees | * Leaders targeted for committees based on skills gaps / shortages * All opportunities promoted through the panel | 2 | 1 | 2  Very low | CMC &  CWDC |