

TERMS OF REFERENCE

Volleyball WA Honours & Awards Committee (VWAHAC)

1. Purpose

The Honours & Awards Committee is a key governance body established by the CEO of Volleyball WA (VWA) responsible for evaluating nominations and recommending recipients for awards at the VWA Annual Awards ceremony.

2. Roles and Responsibilities

The Committee assists the CEO in fulfilling their responsibilities, the duties of the Committee are to:

- Accept and secure the nominations as received by the process designated by the VWA Policies and Procedures.
- Evaluate the nominations and select those outstanding nominations that demonstrate the highest level of dedication and contribution against the defined criteria
- Conduct further evaluation of shortlisted nominees to reduce the nominee field to those nominees worthy of consideration
- Provide confidential written recommendations to the CEO outlining the Committee's preferred recipients and rationale for recommendation.

3. Authority

The CEO authorises the Committee, within the scope of their duties and responsibilities set out in this Terms of Reference to:

- Perform the activities required to address its responsibilities and make recommendations to the CEO.
- The Committee does not set policy, approve budgets or direct staff
- Operational decisions remain the responsibility of management.
- The Committee will not engage in operational management, event delivery, staff direction, or media representation on behalf of VWA unless authorised by the CEO

4. Committee Composition and Structure

Committee members should provide broad representation across the volleyball community, including but not limited to former players, coaches, officials and administrators.

- The Honours & Awards Committee is an Operational Committee.
- All appointments to the Committee and the appointment of the Chair are approved by the CEO.

- The Committee shall comprise a minimum of five members of equal standing that provide the following skills, experience or roles:
 - Current Life Member of VWA
 - A minimum of two (2) members of Volleyball WA with previous VWA Board or Committee experience or extensive club, coaching or refereeing experience (eg. 10 years or more).
 - An independent member outside of the volleyball community with extensive experience of the sports sector (eg. SportWest, CITS)
 - The VWA CEO or a senior staff member of VWA
- The CEO may attend meetings in an ex-officio capacity
- In appointing committee members, consideration will be given to achieving an appropriate mix of skills, experience, backgrounds and perspectives, including diversity.

5. Chair Appointment and Responsibilities

- The CEO will appoint one of the members of the Committee to be the Chair of the Committee.

6. Membership and Appointment

- The term of appointment of Committee Members shall be decided by the CEO.
- Members are appointed for two (2) years, and the appointment may be reviewed earlier if circumstances dictate.
- Expressions of Interest will be sought by the CEO at appropriate times to support the circumstances of the committee including when vacancies arise and be appointed on a skills-based selection process.
- Committee Members should not exceed a maximum tenure of four terms (eight years total).

7. Member Expectations

Committee members are expected to actively contribute to the effective functioning of the Committee. Members will:

- Participate constructively, respectfully, and in the best interests of Volleyball WA at all times.
- Prepare for meetings by reviewing all papers and materials in advance.
- Attend all scheduled meetings wherever possible and advise the Chair or Secretariat if they are unable to attend.
- Engage in open, informed discussion, drawing on their experience and expertise while respecting the views of others.
- Represent the purpose and decisions of the Committee accurately and appropriately, avoiding any actions or comments that could undermine the Committee or Volleyball WA.

- Follow all organisational policies relevant to their role, including integrity, child safeguarding, member protection, privacy, and behaviour standards.
- Support the decisions and agreed positions of the Committee once they have been reached, regardless of individual views.
- Refrain from using Committee membership for personal, commercial, or organisational advantage.
- Uphold VWA's Code of Conduct and behave in a manner that reflects the organisation's values and integrity standards.
- Members must maintain the confidentiality of all information provided to, discussed by, or generated through the Committee, unless authorised by the CEO to disclose it.

8. Meetings

- The Committee will meet at least two times per year and additionally as required.
- A quorum will consist of not less than half of the Committee members.
- The calling of meetings and agendas will be determined by the Chair/Secretariat, in consultation with management to support operational needs.
- The committee may invite other people to attend as it sees fit and consult with other people or seek any information which will help it to fulfil its responsibilities.
- The Committee may meet face-to-face or online.

9. Reporting

- Secretariat support will be provided by a VWA staff member identified by the CEO
- The Secretariat will prepare agendas, circulate papers, take Meeting Minutes and support follow-up action items.
- Minutes will be ratified and signed by the Committee Chair following the approval of the Minutes by the Committee at the next meeting.

10. Conflicts of Interest

- All Committee members must conduct themselves in a manner that upholds the integrity and impartiality of the Committee's work. Members are required to declare any actual, potential, or perceived conflict of interest at the commencement of their appointment and at the beginning of each meeting, or as soon as a conflict becomes apparent.
- Where a conflict is identified, the Committee will determine the appropriate course of action in accordance with the organisation's Conflict of Interest Policy. This may include the member withdrawing from discussion, abstaining from decisions, or recusing themselves from the relevant agenda item.
- All declared conflicts and the actions taken to manage them must be recorded in the meeting notes. Members are expected to avoid participating in matters where their involvement could compromise, or be seen to compromise, the integrity or objectivity of the Committee's deliberations.

11. Review of Committee

- To ensure that the Committee is fulfilling its stewardship duties the CEO will:
 - Review the Committee Terms of Reference every two years and make any appropriate amendments.
 - Conduct an annual assessment of its performance against its Terms of Reference duties and responsibilities. The results of the annual assessment will be provided to the CEO and considered in appointments, reappointments, and committee development

12. Document Control

- Approved by: CEO
- Version: V1
- Date Approved: 31st March 2026
- Review Date: (every 2 years)