



## **Participation Advisory Committee Terms of Reference**

The objective of the Participation Advisory Committee is to assist Bowls Victoria Staff (BV) with the delivery of quality and inclusive participation activities, programs and events.

### **Key Responsibilities**

The Participation Advisory Committee is responsible for supporting BV on inclusive participation through:

- Assisting Bowls Victoria Staff with the planning, preparation, conduct, and review of quality and inclusive participation activities, programs, and events
- Assisting Bowls Victoria Staff to engage, develop, and deliver activities, programs, and events to under-represented populations
- Advising Bowls Victoria Staff on initiatives to support under-represented populations enter the sport

Under-represented populations include women and girls, people under 18 years of age, people with disabilities, people from culturally and linguistically diverse backgrounds, and LGBTIQ+ people.

### **Membership of the Committee**

The Committee shall consist of between six and nine members, who are appointed and removed by the CEO at any time.

In addition to the permanent members, the Committee may invite additional representations on issue-specific matters.

The Chair of the Participation Advisory Committee shall be a Bowls Victoria Staff Member. If the Chair is unavailable for a meeting, the Chair may nominate another member to serve as Chair for that meeting only.

### **Meetings of the Committee**

Meetings will be held on a regular basis as determined by the Chair and must be minuted by a BV Staff Member unless other arrangements are made. A minimum of four meeting will be held annually.

Meetings will typically be held online, other than where an in-person is required, and communication will be primarily by email.

A quorum will be half the members of the Committee and where the Committee consists of an odd number, a quorum will be half rounded to the next higher number.



## **Duties & Responsibilities of the Committee**

The Participation Advisory Committee's primary responsibilities are to make recommendations and assist the Board and Office in relation to:

### *Activities, Programs, and Events*

- Identify and provide relevant advice and recommendations to Bowls Victoria Staff on issues affecting the participation of under-represented populations
- Review activities, programs, and events at the end of each season, with a particular focus on inclusion and innovation, and submit feedback and recommendations to Bowls Victoria Staff for potential action
- Identify and provide relevant advice and recommendations to Bowls Victoria Staff on the conduct of new participation activities, programs, and events
- Assist Bowls Victoria Staff, where possible, with running bowls events for under-represented populations
- Through the Bowls Victoria Staff, continue building relationships with key stakeholders
- Provide recommendations to Bowls Victoria Staff and other relevant Committees and decision-making bodies to consistently update the Conditions of Play and other regulations governing participation in activities, programs, and events
- Develop, review and monitor policies and procedures to ensure compliance with relevant legislation

### *Other*

- Promote and support Bowls Victoria's activities, programs, and events for under-represented populations identified above
- Perform other such duties as are necessary or as requested by the Board

## **Major Interactions**

- Bowls Victoria Staff
  - Participation Coordinator
  - General Manager Bowls Operations
  - Chief Executive Officer

## **History & Version Control**

The Participation Advisory Committee Terms of Reference will be reviewed every two years.

<b>Version</b>	<b>Reviewed By</b>	<b>Reviewed</b>	<b>Approved By</b>	<b>Date Approved</b>
1.1	CEO	24 November 2022	Board	14 December 2022