



Victorian Croquet Association Inc

A0001560E ABN 91 903 271 264

trading as Croquet Victoria

COUNCIL NOMINATIONS SUB-COMMITTEE TERMS OF REFERENCE

AUTHORITY

- 1 These Terms of Reference are issued under the authority of the Croquet Victoria Appointees, Sub-Committees and Working Groups Policy - 17 June 2014, as amended 14 December 2015.

COMPOSITION

- 2 The CN SC is to consist of at least 3 and up to 5 members.
- 3 Members of the sub-committee may be members or non-members of Croquet Victoria.
- 4 Clubs and regions will be invited to provide nominations for membership of the WG. Nominees are to provide a statement of their relevant experience and capability.
- 5 Council may make initial appointments to the sub-committee once these terms of reference are approved. In subsequent years, members of the sub-committee will be appointed by Council in June of each year.
- 6 The sub-committee may propose additional members for cooption, to be endorsed by Council.
- 7 The sub-committee will appoint its own convenor and secretary

DURATION

- 8 Unless otherwise decided by Council, the sub-committee is ongoing.

RESPONSIBILITIES

- 9 The sub-committee is established to support Croquet Victoria in its objective of maintaining inclusive practices and a culture which ensures the effective participation of women in governance at state level.
The sub-committee is to
 - recognise the importance to Croquet Victoria of maintaining at least 40% women as Directors on Council, to ensure inclusiveness, diversity, and organisational performance, along with access to government grants.
 - monitor the percentage of Directors who are women and alert Council, Regions and Clubs when it risks falling below 40%
 - undertake an annual stocktake of the skills of Council members and identify any gaps which seem likely to be significant in the context of Croquet Victoria's Strategic Plan
 - seek to identify members whose skills might help fill these gaps, and encourage them to become involved with the work of Council
 - in consultation with Directors, identify other opportunities for Croquet Victoria members who are not currently members of Council to engage with the work of Council
 - encourage potential members of Council to volunteer to assist with Council portfolios and sub-committees, in line with their skills and interests, and support them if they decide to become involved

- if need be, approach outside organisations to seek potential cooptees to correct the gender balance on Council as per the Constitution.

10 The first instance of contact between the sub-committee and any person or entity outside Croquet Victoria is to be via the Secretary.

REPORTING

11 The sub-committee is to report to the Croquet Victoria Council at least three times a year, more often if required. It is to provide a copy of minutes of its meetings to the Secretary within seven (7) days of each meeting.

AUTHORISATION



15 June 2020

Victorian Croquet Association Inc