

## **Volleyball Australia Reconciliation Action Plan Working Group (VRAWG) TERMS OF REFERENCE**

*Volleyball Australia acknowledges and pays respect to the past, present and future Traditional Custodians and Elders of this nation, and the lands of which Volleyball is played and conducted. VA also pays respect to the contribution First Nations people have made in Volleyball and sport in Australia.*

1. **Background:** Volleyball Australia (VA) is committed to creating a **Reconciliation Action Plan (RAP)** and establishing a dedicated Working group to support and promote Volleyball Australia's strategic mission of committing to inspiring the love of the game, fostering participation and excellence for the benefit of all.

As such, VA is calling for expressions of interest from suitable individuals to contribute to the VA RAP Working Group.

2. **Purpose:** The purpose of the Working Group is to help design and develop a reflective RAP in consultation with Reconciliation Australia, meeting set deliverables in a timely manner.
3. **Expectations:** Working Group members would be expected to meet virtually for the length of the term (2 years). It is anticipated that meetings would initially be fortnightly, then monthly, then bi-monthly as the project is established. Members would be expected to review pre-prepared material and/or provide constructive opinions and solutions as well as support identified initiative development and implementation.

### **1. RESPONSIBILITIES**

The Working Group will be tasked with the following responsibilities:

- To provide The VA Board and Senior management with recommendations that will promote Volleyball as an inclusive sport for Aboriginal and Torres Strait Islander people.
- Reflect, review and maintain this Terms of Reference, Volleyball Australia's vision for reconciliation and the scope to contribute to reconciliation in the sporting landscape.
- Identify and develop relationships with Aboriginal and Torres Strait Islander peoples and relevant stakeholder individuals and organisations.
- Identification, consultation and consideration of potential opportunities and challenges.
- Collaborative development, consultation and preparation of a REFLECT RAP for the whole of sport to provide guidance and advice to all member states who wish to develop a RAP.
- Identify and support preparation of business cases, including resource allocation for future reconciliation initiatives.
- Support the endorsement, publication and implementation of the RAP and its identified initiatives
- Reflect on and share key learnings and support reporting and communication processes
- Develop an INNOVATE RAP prior to the expiration of the REFLECT RAP based off the learnings and progress in collaboration with Reconciliation Australia.

### **2. STRUCTURE AND COMPOSITION**

## 2.1 Membership

The Working Group shall be comprised of no less than six (6) and up to ten (10) members aiming for diverse geographic, age and gender representation, with relevant interests or experiences, including;

- Minimum of one (1) Aboriginal and Torres Strait Islander People Representatives
- VA CEO (and/or appointed Senior Management representatives)
- One (1) State Representative of the National Executive Group
- Minimum of one (1) representatives from the Volleyball Australia board
- Minimum of one (1) representative from each internal VA department
- Volleyball Australia Member
- Members of the general public who may wish to apply

The Volleyball Australia Working Group may decide that on occasion the discussion items on the groups meeting agenda may benefit from the involvement of another individual at the Group Meeting. As appropriate the Chair may invite them to the meeting.

## 2.2 Chair

The Chair has been selected by the CEO of VA. Should the Chair be absent at any meeting (and no deputy or acting chair has previously been appointed), one of the other National or State staff members may Chair the meeting until the Chair is present (providing a quorum is achieved).

The role of the Chair is to:

- determine the agenda for Meetings in conjunction with the Working Group
- chair Meetings and take reasonable steps for the proper functioning of the Working Group, including the proper conduct of Meetings and an appropriate level of discussion.
- take reasonable steps regarding the adequate and timely flow of relevant information to Members.
- Report on the Project Plan at Working Group meetings and other meetings, as requested
- advise the relevant Board Committees of the Working Group's recommendations and report to the Board on behalf of the Working Group as required.
- review and arrange circulation of draft minutes of the Working Group for Member comment; and

liaise on behalf of the Working Group with Reconciliation Australia **4.3 Term**

The VA RAP Working Group will be established for a two (2) year term; to be evaluated annually.

- a. Positions will be filled following an open Expression of Interest process where the VA Board will appoint members based on the skills, experience, and diversity requirements for an initial period of 12 months.
- b. At the discretion of the working group, other experts may be consulted to act as advisors to the working group.

### **2.3 Authority**

The Working Group has no decision-making authority and advises, informs, and makes recommendations to the Chair of the Working Group. The Working Group will then advise and guide the decision-making process in consultation with the respective Board Committees.

## **3. MEETINGS**

### **3.1 Frequency and Notice**

The Working Group will meet fortnightly at minimum, then move to monthly and bi-monthly meetings as required. The Chair may call Meetings with notice confirming the date, time, venue, and agenda providing adequate details sufficiently in advance to allow Members a reasonable opportunity to prepare. Notice of a Meeting may be given by telephone, electronic communication or VA Teams RAP channel.

As early as practical, a calendar of meetings will be prepared in consultation with Working Group and determine the focus/purpose for each meeting.

### **3.2 Other Attendees**

Other non-members may be invited to attend and speak by any Member, with the Chair's permission, for all or part of any Meeting. Standing invitations to attend and speak at Meetings may be issued to non-members by the Chair. Any standing invitation or permission granted, or invitation issued by the Chair may be withdrawn, suspended, or revoked by the Chair in respect of all or any part of any Meeting at any time.

### **3.3 Support**

All records, including agendas, minutes and any reports or other materials tabled at a Meeting will be maintained by VA through the VA internal SharePoint.

The Chair may request an additional VA Staff member to support secretary duties if required. This person will be responsible for arranging the technology to be used for the Meeting, producing and circulating any notice of Meeting, preparing and distributing agendas and materials for the Meeting and drafting of minutes and action items.

## **4. REVIEW AND ASSESSMENT**

The Working Group may make recommendations for changes of the ToR to the Chair at any time. The Chair shall review this ToR and evaluate the Working Group's performance and the extent to which the Working Group has met its purpose and responsibilities continually. It shall provide its evaluation to the Board, together with any commentary as to the appropriateness of this ToR and any recommendations arising from the evaluation at any time.