



**ACT School Sport Council (School Sport ACT)  
Regional School Sport Advisory Group**

**Terms of Reference**

**1. Purpose**

To operate as an Advisory Group of the ACT School Sport Council (trading name School Sport ACT), to represent students, teachers and schools of the three sectors of education; Education Directorate (ED), Catholic Education (CE) and Association of Independent Schools (AIS); in reference to the delivery of SSACT regional and ACT school sport events and associated activities.

**2. Objectives**

- i) On behalf of School Sport ACT (SSACT) plan, schedule, coordinate and deliver SSACT regional and ACT sporting events.
- ii) Ensure member schools are represented and are able to contribute to the organisation and delivery of regional and ACT sporting events.
- iii) Provide and maintain a strong communication link and reporting mechanism between the ACT School Sport Council and the education sector.

**3. Role**

- Plan, schedule, coordinate and deliver SSACT regional and ACT sporting events.
- Coordinate and oversee regional organising committees.
- Provide advice to SSACT on regional and ACT sporting events and on ACT participation in national events.
- Disseminate information regarding all SSACT events and policies to students, teachers and schools.
- Review all school sport events with view to improving the participation experience of all students.
- Oversee the expenditure of funds allocated by SSACT for regional and ACT sporting events.

- Provide advice to SSACT regarding new opportunities in regard to event sponsorship, partnerships, methods of delivery and teacher development.
- Implement SSACT Codes of Conduct at regional and ACT sporting events and elevate to SSACT as required.

#### **4. Membership**

- Chair
- Deputy Chair
- Secretary
- Treasurer (position to be filled by the SSACT Business Operations Officer)
- Regional Presidents:
  - 12&U – Belconnen, North/Gungahlin, South/Weston and Tuggeranong
  - 13&O – North and South
- General Members / Member Organisation Representatives:
  - Association of Southern Colleges (ASC) Representative
  - SSACT Representative
  - College Sport Coordinator
  - ACT Education Directorate Representative
  - Government School Sector Representative
  - Catholic School Sector Representative
  - Independent School Sector Representative

- All of the above members have full voting rights.
- An individual member can assume more than one role.
- See Appendix 1 for Terms of Membership
- See Appendix 2 for Membership Role Descriptions

#### **5. Resources and Budget**

- Sporting event budgets will be determined and prepared by the ACT School Sport Council Finance Sub Committee and shared with the Advisory Group at the final meeting of each year, in preparation for the year ahead.
- Resource items that may be included within the budget include: Regional team uniforms and Team Manager vests; Regional and ACT event award ribbons and trophies; Regional and ACT event signage (e.g. team banners); Event equipment for schools and regions to borrow such as shade tents, PA systems, timing devices, cones and drinking containers. Room hire for Advisory Group meetings, if required, may also be covered within the budget.

## **APPENDIX 1: Terms of Membership**

- Advisory Group positions will be open to nomination and election by its members at the first meeting of each calendar year.
- The Advisory Group will conduct a minimum of 4 face-to-face meetings each school year.
- The nominated Chair of the Advisory Group will be a member of the ACT School Sport Council and attend all meetings to provide a report of recent and upcoming activity.

## **APPENDIX 2: Member Role Descriptions**

### **Chair:**

- In consultation with the SSACT representative schedule dates, times and location for meetings.
- Ensure meetings are called and held in accordance with the Advisory Groups Terms of Reference.
- In consultation with all Advisory Group members establish and confirm an agenda for each meeting.
- Ensure, via the Secretary, the meeting agenda and relevant documents are circulated to the members of the Advisory Group 3-5 days prior to the meeting.
- Officiate and conduct meetings, ensuring there is sufficient time to discuss all agenda items and the discussion is on topic, productive and professional.
- Provide leadership and ensure all members are aware of their obligations and that the Advisory Group complies with all its responsibilities.
- Ensure, via the Secretary, minutes are complete, accurate, retained, included and reviewed at the next meeting.
- Attend all SSACT Council meetings to provide a report and of recent and upcoming activity.

### **Deputy Chair:**

- The role of Deputy Chair should be filled by an existing member of the Advisory Group; an additional position is not required.
- Assist the Chair in carrying out their duties and stand in the place of the Chair when they are absent.
- To be a conduit of information between Advisory Group members and the Chair if required.

**Secretary:**

- Liaise with the Chair to plan meetings and ensure meeting rooms are booked.
- Receive agenda items from Advisory Group members.
- Circulate agendas and relevant documents prior to each meeting.
- Take and circulate meeting minutes in a timely manner and check that agreed actions are carried out.
- Maintain up to date contact details for all Advisory Group members.
- Ensure all agendas, minutes and relevant documents are filed and stored for future reference.

**Treasurer (SSACT Business Operations Officer):**

- Oversee and present budgets, accounts and financial statements to the Advisory Group.
- Ensure appropriate financial systems and controls are in place.
- Ensure that record keeping and accounts are maintained.
- Ensure compliance with relevant legislation.
- Advise the Advisory Group on the financial forecasts based on actual spend.

**Regional Presidents:**

- Schedule dates, times and location for meetings (no less than one meeting of the regional committee per term).
- With the assistance of the Regional Group Secretary establish and confirm an agenda for each meeting.
- Maintain an up to date contact list of the Regional Group members, comprised of each school's Sport Coordinator.
- Officiate and conduct meetings, ensuring there is sufficient time to discuss all agenda items and the discussion is on topic, productive and professional.
- Provide leadership and ensure all members are aware of their obligations and that the group complies with all its responsibilities.
- Ensure, via the Secretary, minutes are complete, accurate, retained, included and reviewed at the next meeting.
- Attend all Regional School Sport Advisory Group (RSSAG) meetings, or nominate a delegate to attend on the Region's behalf, and provide a report and of recent and upcoming activity
- Supply and disseminate information to and from the SSACT office as required to School Sport Coordinators.

- Receive and store, in a Regional file, scanned Regional permission notes from Team Managers.
- Conduct an annual stock take of all Regional uniforms, trophies and event signage to ensure they are centrally located and available when required.
- At the final meeting of each year ensure all regional and ACT event coordinator positions relevant to their region are filled and shared with the SSACT office, to prepare the calendar and website for the next year.
- At the final meeting of each year accept nominations, and through an Advisory Group vote, elect the positions of Regional Group President, Vice President and Secretary for the following year.

**General Members / Member Organisation Representatives:**

- Attend each meeting and contribute to agenda discussions on behalf of their specific organisation.
- Disseminate relevant information arising from each meeting to appropriate members of their organisation.
- Nominate and cast votes, on behalf of their organisation, for Committee positions.