



## Squash Australia Ltd

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### Affiliations

World Squash Federation  
Australian Commonwealth Games Association  
Oceania Squash Federation  
Confederation of Australian Sport  
Australian Olympic Committee

## SQUASH AUSTRALIA WORKING GROUP

### Membership Working Group Charter

#### 1. Roles and Responsibilities

- 1.1 Membership Working Group (MWG) members will play a key part in developing ideas, content and process for moving all areas of the newly launched Squash Australia Strategic Plan forward. [Please click here to see the Squash Australia Strategic Plan \(http://www.squash.org.au/w/about-us\)](http://www.squash.org.au/w/about-us).
- 1.2 The MWG will be a major resource to the Squash Australia Board and CEO of Squash Australia to assist in developing and managing the game of Squash across Australia.
- 1.3 The MWG will focus on the following key areas of Squash Australia:
  - (i) Membership section of the Strategic Plan;
  - (ii) Squash Participant incentivisation;
  - (iii) Centre package offering;
  - (iv) Processes relation to the membership both and National and State level;
  - (v) Identification of resources to successfully deliver against the plans including staff, IT requirements and budget.
- 1.4 In performing its duties, the MWG will maintain effective working relationships with all other Working Groups .
- 1.5 In addition, the MWG will work in close liaison and provide direct information, communication and recommendations to the Squash Australia Membership Coordinator through to the CEO and Board. The Membership Coordinator will be viewed by members of the MWG as:
  - (i) an active member of the MWG; and
  - (ii) a resource and point of contact through to the CEO and Board.

The Membership Coordinator will act in a secretariat role and can provide strategic and operation direction when and where required.

- 1.6 To perform his or her role effectively, each MWG member will obtain an understanding of the detailed responsibilities of MWG roles as well as the current strategic plan aligned to the core focus of this Working Group panel.

#### 2. Authority

- 2.1 The Board authorises the MWG, within the scope of its responsibilities, to:
  - (i) Perform activities within the scope of its Charter;



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- (ii) When under specific authority, draft Squash Australia policy for review and consideration by the CEO and Board;
- (iii) Interact with and seek advice and clarification from other Committees as appropriate;
- (iv) Engage independent opinions from other advisors as it deems reasonably necessary in order to carry out its duties;
- (v) Work collaboratively with all Squash Australia staff members; and
- (vi) Make formal recommendations to the CEO or Board via the Membership Coordinator.

2.2 The MWG has no executive power nor does its work relieve the Squash Australia Board of any of its responsibilities.

### 3. Membership

- 3.1 Membership of the MWG is limited to a maximum of 6 members plus Squash Australia staff.
- 3.2 The total membership of the MWG may be reviewed and changed at any time by the CEO in consultation with the Board.
- 3.3 The Chairperson of the MWG will be appointed by the CEO and will be appointed for a minimum of 2 years and a maximum of 3 consecutive years.
- 3.4 The role of the MWG staffing resource will be filled by Squash Australia Membership Coordinator.
- 3.5 Each member shall have skills and experience appropriate to the core focus of the MWG, namely an understanding of the participation and membership programmes, at both State and National level.
- 3.6 Prior to being appointed to the MWG, all members must complete the Skills Matrix document aligned to the MWG.
- 3.7 Members of the Board and CEO are “ex-officio” members of the MWG.

### 4. Attendance at Meetings

- 4.1 Only MWG members are entitled to attend meetings. The Chairperson may invite other persons (e.g. CEO, Directors), as deemed reasonably necessary.
- 4.2 The Quorum for all meetings of the MWG must consist of 50% plus one member.
- 4.3 Meetings shall be held no less than four times a year.
- 4.4 Special meetings may be convened as required and approved by the CEO.
- 4.5 The Membership Services Manager, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the MWG members a reasonable period in advance of each meeting.
- 4.6 The Membership Services Manager will circulate the action items from meetings to members of the MWG within ten days of the meeting.



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4.7 Members of the MWG must endeavour to attend every meeting.

## 5. Reporting Responsibilities

- 5.1 In following up from each meeting, the Chairperson must provide the CEO with a report and identifying key actions and other matters of concern.
- 5.2 The Chairperson must ensure that the CEO is aware of any matters which may significantly impact on membership processes across Squash in Australia.
- 5.3 The Chairperson must ensure that there are clear, established lines of communication between each of the key Working Group panels aligned to the MWG.

## 6. Terms of Reference

- 6.1 The role of the MWG is to ensure the Squash Australia Membership plans are fit for purpose, meeting best practice standards. In doing so, the MWG will provide innovative ideas for increasing affiliation across all areas and maximising the relationship with the Centres around Australia.

Principal Partner



Official Ball

