



METROPOLITAN ADVISORY COMMITTEE CHARTER

Date Adopted by BNSW Board:	April 2021
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Basketball NSW Metropolitan Advisory Committee Charter

1. Area of Responsibility

Board of Directors
New South Wales Basketball Association Ltd

2. Date last updated

April 2021

3. Charter Number

CHA 003

4. Purpose

- 4.1. The Metropolitan Advisory Committee (“the Committee”) is established by the Board of Directors (“the Board”) of Basketball NSW (“BNSW”), for the purpose of this Charter, “Metropolitan” means the Sydney Metropolitan region.
- 4.2. The Committee’s purpose is to review, monitor and make recommendations as appropriate to the Board in relation to metropolitan basketball-related matters.
- 4.3. The Committee is an advisory Committee only and has no delegated authority from the Board except where the Board may otherwise determine from time to time.

5. Roles and Responsibilities

- 5.1. To appoint a maximum of two (2) delegates to represent Metropolitan basketball on the BNSW Waratah Advisory Committee, and through those delegates make recommendations on:
 - a) The annual calendar for Metropolitan competitions that can be integrated into the BNSW calendar of events.
 - b) Rules for competitions affecting Metropolitan associations, both junior and senior.
- 5.2. To form Working Groups. These working groups’ roles will be to gather community input, convey community needs/concerns, identify opportunities, provide project guidance and review deliverables.
- 5.3. To advise and make recommendations to the Board and or BNSW Management on:
 - a) Reference Groups – these reference groups’ role is to provide advice to BNSW Board or Management on matters of significant community interest and strategic initiatives, as determined by the Board. An example is to the formation of the Basketball NSW strategic plan.
- 5.4. Metropolitan Forums - hosted by the Committee ideally held two times a year, it is open to representatives from Boards and Management from each Metropolitan association. The purpose of these forums is to:
 - a) Share information either being undertaken or completed by the Metropolitan Advisory Committee.
 - b) Networking opportunity for Metropolitan Associations Boards of Management and staff, to collaborate on matters, discuss strategies that will assist with the growth of basketball in the entire metropolitan area.

- c) A guest speaker(s) to present on topics.
- 5.5. To encourage all Metropolitan associations to attend and support the Basketball NSW State Conference.
- 5.6. To provide input, demonstrate leadership and encourage other associations in implementing their association growth plans as part of the overall Basketball NSW Strategic Plan.

6. Metropolitan Advisory Committee Membership

- 6.1. The Committee shall comprise of seven (7) metropolitan association members.
 - a) A minimum of two (2) members are from associations of >2000 members.
 - b) A minimum of two (2) members are from associations of <1000 members.
 - c) Aiming for 40:40:20 ratio on the Committee.
 - d) Associations are limited to one (1) representative on the Committee.
- 6.2. The members of the Committee will be elected at the Metropolitan Forum held towards the end of the year. Each association present will have one (1) vote.

The members will be selected based on the highest number of votes subject to the representation constraints outlined in 6.1.

- 6.3. The Committee will have the right to fill any vacancy subject to the conditions outlined in 6.1.
- 6.4. The term of each member is for a two-year.

Four (4) positions shall be vacated in each even year and three (3) positions vacated in the odd year. To initiate this rotation in 2021 this will be determined by lot, e.g. names pulled out of a hat.

MAC Committee members can reapply to continue their involvement on the committee.

Any casual vacancy occurring may be filled from the same association who nominated the MAC Committee member in the first instance, if that association declines then the position will be declared vacant and available for application from amongst the Metropolitan Associations.

- 6.5. The Board will appoint a Director to act as Chair of the Committee.

7. Metropolitan Advisory Committee Meetings

- 7.1. The Committee shall meet as required, but in any event:
 - a) Shall meet at least once each quarter.
 - b) Shall schedule its meetings to efficiently manage its workload and make timely recommendations to both the Waratah Advisory Committee and the Board with sufficient notice to enable properly consider those recommendations.and
 - c) Shall meet upon the request of any member of the Committee or the Board, subject to providing at least five business days written notice to the other members.

- 7.2. The quorum for a Committee meeting shall be a minimum of four (4) members, and any decision or recommendation are determined by a majority of the members present at the meeting. If tied and decision or recommendation is to be carried over to the next meeting.
- 7.3. The Board representative, BNSW CEO and any other BNSW staff are not a voting member of the Committee.
- 7.4. Meeting minutes must include;
- a) Declaration of Interest
 - b) Matters for Information
 - c) Matters for Discussion
- 7.5. Minutes of the Committee are to be circulated to each primary contact of each Metropolitan association.
- 7.6. The BNSW CEO and/or any other staff will assume the responsibility for taking the minutes and preparing agendas; any documentation should be circulated to the Committee at least five (5) days before the meeting.

8. Charter Review

The Committee shall review the Charter at the last meeting before the Forum (or such time as the Board may require), the Committee is to make recommendations for changes to the Board.

Any changes approved by the Board will become effective from the date that the Board decides.