



MOTORCYCLING WESTERN AUSTRALIA PANEL TERM OF REFERENCE

Title:	MWA WOMENS COMMITTEE TERMS OF REFERENCE 2024 -2026
Last Review Date:	21 May 2024
Next Review Date:	2025
Responsible Person:	MWA CEO
Authority:	Motorcycling WA

The MWA Board has formed a Special Sub-committee for female participation covering women and girls in all aspects of motorcycling throughout Western Australia in response to specific needs identified to ensure the ongoing and successful support of women and girls in motorcycling and in pursuit of Motorcycling Western Australia’s Strategic Plan.

The MWA Women’s Special Sub Committee (the sub-Committee) will have no executive powers.

Approval was given by the MWA Board of Directors for the formation of the 2024-2026 MWA Women’s Committee and successful applicants are to be announced and formally appointed after June 30th, 2024.

Appointment of Committee Members

The numbers of personnel appointed to the MWA Women’s sub-Committee may vary according to the requirements. General guidelines are for numbers to be a minimum of five (5) to a maximum of eight (8) members. The term of appointment for each elected member is no more than two years. Members are eligible to be re-elected to further terms.



Roles & Duties of the Sub-Committee

The Women's sub-Committee is responsible for increasing the participation and development of women and girls in motorcycle activity conducted through Western Australia, at all levels including competitors, coaches, officials and volunteers.

Specifically, the Women's sub-Committee will be required to attend to, but not limited to, the following:

- Identify and support the needs of women and girls in motorcycling and initiate appropriate strategies to encourage growth, development, participation and safety of females in motorcycle sport throughout Western Australia.
- Develop and implement both strategies and resources for the promotion of female participation to competitors and other key stakeholders within the sport.
- Bring about sustainable organisational change through all levels of Motorcycling Western Australia in relation to females and female involvement throughout the sport.
 - Plan for the development and advancement of women and girls in the sport.
 - Evaluate current environment and create a strategy for facilitating opportunities for female participation in motorcycling.
 - Make recommendations to MWA (for submission to MA) for competition rule alterations applicable to their particular discipline.
 - Link projects and initiatives undertaken to other areas within Motorcycling WA Strategic Plan.
 - Provide input to the production of the MWA Newsletters and club bulletins.
 - Submission of articles for production in the newsletter and/or editorial assistance as required.
 - Other duties and responsibilities may be given to the Management Committee by the MWA Board on an as required basis.

Management sub-Committees must use their best endeavours to assist the implementation of the MWA Strategic Plan



MEETINGS AND MEETING PROCEDURE

- The MWA Women's sub-Committee will meet on a monthly basis or as required and report to the board.
- The minutes of any meeting shall be issued by the Chairperson within 2 weeks of the meeting
- The MWA Chief Executive Officer, MWA President and any required MWA staff or Board members may attend Committee meetings.
- Any person who has not been appointed to the Women's sub-Committee may not attend the Women's sub-Committee meeting unless expressly invited to do so by the Women's sub-Committee for a particular matter. Once the relevant visitor's business has been resolved they are to leave the meeting.

Voting

- All appointed sub-Committee Members shall have the right to vote.
- The determination of any issue will be by simple majority vote; in the event of equality of votes, the chairperson shall have the casting vote.
- Once a majority decision has been reached all sub-Committee members are expected to show solidarity and publicly support the sub Committee decision.
- Chairperson and Executive Officer shall have the right to move and second motions, and discussion, but shall not have any right to vote.
- Determination of any issue by email is permissible. Such determination shall only be binding upon receipt of email to the Chairperson from the majority of subcommittee Members clearly indicating the manner of their vote. All decisions or determinations made via email will be recorded as such in the Minutes of the following sub-Committee meeting.
- Decisions and recommendations must be endorsed by MWA Board before implementation.
- At no time is a visitor entitled to vote on any matter arising at the meeting.



CONFIDENTIALITY

Committee members must respect and trust their colleagues. They must also display a high level of integrity in the manner in which they acquit their functions. Discussions between committee members, the Executive and MWA staff are confidential until minutes, Supplementary Regulations, press releases, etc. are published by the office.

Communication with the Committee will be through the Executive Director or Chairperson.

Conflicts of interest are unavoidable, but it is essential they are properly managed. Conflicts of interest may occur when:

- A committee member or their family or business interests stand to gain financially from any business dealings, programs or services provided to MWA.
- A committee member stands to gain personally or professionally from insider knowledge if that knowledge is used for personal or professional advantage.
- A committee member offers a professional service to MWA.

All conflicts of interest must be declared by the committee member concerned at the earliest time after the conflict is identified. Conflicts of interest are to be recorded in the minutes.

FINANCE

- The committee may apply to the MWA Board for funding assistance for any purpose that may lead to development of women's sport participation.
- All applications must be accompanied by a budget, rationale and expected outcomes.
- The MWA Board reserves the right to approve or reject an application on its merits or where MWA budget constraints limit funding.
- The committee may source its own funding through sponsorship, grants or other sources, but must seek approval from the Executive Director prior to commit
- In all cases, proper records must be kept of all expenses and income, which must be directed through MWA accounts.
- MWA will keep all transactions identifiable to enable tracking of income and expenses for the committee.
- The committee must not commit to any spending that will allow expenses to exceed income or budgets.



MWA Council Meeting

The chairperson or a committee member must amend the Council meeting to report on the sub committee's activities to member club.