

# CVI STATE TEAM COMMITTEE TERMS OF REFERENCE

## Version Control, Change History and Distribution

### Version Control

<b>Document Name:</b>	CVI State Team Committee – Terms of Reference
<b>Prepared by:</b>	CVI State Team Committee and Good Governance Working Party
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### Change History

Amendment date	Version No.	Page No(s) replaced.	Description of change

### Distribution

Soft copies provided to all Entitled Members and Members and Affiliated Organisations  
Soft copy available on the CVI Website for download

### **PURPOSE**

The CVI State Team Committee exists to provide the best environment and opportunity for Victoria's elite calisthenics athletes and coaches to represent their state to the best of their ability in competition against their interstate peers at the ACF National Calisthenic Championships.

The CVI State Team Executive exists to administer the affairs of State Team and has overarching responsibility for decision making with the State Team Manager having final decision.

### **STATE TEAM EXECUTIVE STRUCTURE**

The CVI State Team Executive consists of the:

- State Team Manager
- Assistant Manager(s)
- Coach Liaison(s)

### **STATE TEAM COMMITTEE**

The State Team Committee shall consist of the State Team Executive and up to 6 other members. The broader committee is responsible for actioning operational responsibilities associated with delivery of a successful State Team campaign, Committee positions include:

- Props Coordinator
- Costume Coordinator(s)
- Team Services Coordinator
- Stage Manager(s)
- Section Managers

Committee roles and responsibilities extend to a variety of areas. For further information see the “CVI State Team Committee Member Roles and Responsibilities” documentation and individual position descriptions.

The CVI State Team Committee will provide a welcoming and inclusive environment to all stakeholders alike and encourage recruitment, retention and recognition of volunteers.

The CVI State Team Committee will operate in accordance with the strategic direction as provided by the CVI Board.

### **RESPONSIBILITIES shall include:**

- Setting an annual budget in conjunction with the CVI State Team Manager, CVI Accounts and CVI CEO
- Making operational decisions in relation to the running of the State Team
- Providing regular reports to the CVI Board via the CVI CEO

### **PRE REQUISITES**

- Committee members must have the relevant Working with Children check(s)
- Committee members must attend at least 75% of meetings
- Committee members must have an active email address
- Willing to be supportive of committee decisions and maintain confidentiality

### **COMMITTEE APPOINTMENTS**

CVI State Team Committee members shall be appointed by the CVI CEO in conjunction with the CVI State Team Manager. Co-opted members may be appointed on a needs basis as required.

Members of the VCCA (who are State Team Coaches) are ineligible to nominate for the CVI State Team Committee.

Potential committee members must declare any conflicts of interest prior to application to the CVI State Team Committee.

### **TENURE**

CVI State Team Committee members' will hold a position on the committee for a term of 2 years, at which time the position will be vacated and applications will be requested. Individuals may hold a position on the committee for a maximum of three consecutive terms.

### **COMMITTEE MEETINGS**

The CVI State Team Committee will meet as required to carry out the business of the committee at a time and place to be determined

### **EXPECTED CVI STATE TEAM COMMITTEE MEMBER VALUES**

- Reliable
- Trustworthy
- Confidential
- Team player
- Contributory
- Communicative
- Cooperative & supportive
- Guardianship

### **DESIRABLE ATTRIBUTES**

- Previous state team experience or calisthenic club related experience
- The ability to attend classes as and when their specific duties require
- The ability to meet personal financial responsibilities if attending State Team Camp (January) and Nationals accommodation and travel
- The ability to assist section managers and chaperones as and when requested

### **REFERRAL TO THE CVI BOARD**

As per CVI By-Law Clause 1.2 "Decisions made by committees relating to CVI Policies and Procedures, are to be presented as recommendations to the next CVI Board Meeting for approval."

### **COACH APPOINTMENTS**

Coaches and assistant coaches are employed by CVI and applications are called for in accordance with CVI Procedures. The appointment committee shall consist of the State Team Manager and CVI

Director of Competitions and a representative of the VCCA and/or another person suitably qualified as deemed by the CVI CEO. In the event where a member of the Coach Appointment panel is unavailable the CVI CEO shall sit in their stead.

Coaches are appointed for a one year term under formal contract to CVI.

### **STAKEHOLDER MANAGEMENT**

The CVI State Team Committee recognises the following groups as significant stakeholders:

- CVI Office
- CVI Board
- Coaches
- Adjudicators
- Venue Operators
- Clubs
- Volunteers
- Participants
- Stage Crew
- Parents
- Audience Members
- Supporters
- Other