



SACA COMMUNITY CRICKET



MULTICULTURAL CRICKET ADVISORY COMMITTEE OF SOUTH AUSTRALIA

TERMS OF REFERENCE

May 2019

1. STATEMENT OF ACKNOWLEDGEMENT

The South Australian Cricket Association Incorporated (SACA) would like to pay its respects to Aboriginal people who have contributed to this land we all call home – South Australia. We also acknowledge that the cultural and heritage beliefs of First Nations people of South Australia remain important today.

2. PREAMBLE

The Multicultural Cricket Advisory Committee of South Australia (MCACSA) has the responsibility and scope to offer advice to SACA's Board and management on matters relating to Multicultural people.

Specifically, the MCACSA will provide advice to help promote diversity and facilitate cultural inclusiveness across the SACA organization.

3. PURPOSE

The purpose of MCACSA is to be an advisory platform to facilitate a partnership between multicultural people and South Australian Cricket. MCACSA's activities are aimed at enhancing the involvement of people at all levels in Australia's favourite sport.

The MCACSA will provide advice on growing participation in cricket and assist SACA in interfacing with other sporting codes and organisations to share resources to facilitate delivery and engagement

The MCACSA will provide advice on cultural engagement and policy advice that will further develop the involvement of Multicultural people across SACA.

4. ROLE

The role of MCACSA is to

- 4.1 Provide advice and support to SACA staff on strategic planning and activities on areas of engagement with multicultural people, including:
 - 4.1.1 increasing engagement with multicultural groups and the game of cricket in South Australia; and
 - 4.1.2 providing cultural guidance on engaging with multicultural groups
- 4.2 review and provide feedback on progress against strategic plans and initiatives; and
- 4.3 provide cultural guidance
- 4.4 MCACSA will have no capacity to provide direction to the SACA Board or management and its role is purely advisory.

5. MEMBERSHIP

5.1 Co-Chairs

- 5.1.1 One appointed representative from SACA Management and/or nominee.
- 5.1.2 One SACA appointed Co-Chair appointed in accordance with the 'Selection Process and Criteria' outlined for these appointments.

5.2 Deputy Chair

- 5.2.1 Will be held by one of the Committee members, who is not a SACA staff member
- 5.2.2 Appointed via nomination from the Committee members
- 5.2.3 Will act as Co-Chair in the event that either of the Co-Chairs is absent

5.3 Ex-Officio

Will be held by a SACA Staff Member

5.4 Representation

- 5.4.1 Minimum of five Multicultural members.
- 5.4.2 Two independent members
- 5.4.3 Two SACA staff members

5.5 Appointments

- 5.5.1 One of the Co-Chairs will be nominated and appointed by SACA Management
- 5.5.2 The other Co-Chair will be appointed by SACA Management in accordance with the 'Selection Process and Criteria' outlined for these appointments
- 5.5.3 All other MCACSA members will be appointed by SACA Management based on skill, gender and geography and in accordance with the 'Selection Process and Criteria' outlined for these appointments.

5.6 Terms

- 5.6.1 The inaugural co-chair nominated and appointed by SACA Management and referred to at 5.5.1 will hold office for an initial term of 2 years. The inaugural Co-Chair referred to at 5.5.2 will hold office for an initial term of 3 years.
- 5.6.2 Subject to 5.6.1, Co-Chairs will be appointed in alternative years, for the duration of 3 years, and they can be reappointed for a maximum of a further term of 3 years (such that the maximum duration of the appointment is 6 years).
- 5.6.3 The Deputy Chair will be appointed for one term (such that the maximum duration of the appointment as Deputy Chair is 3 years).
- 5.6.4 All other Committee members will be appointed for terms of 3 years, and they can be reappointed for further term of 3 years (such that the maximum duration of the appointment is 6 years).

5.7 Obligations and responsibilities

- 5.7.1 MCACSA members must sign and adhere to the 'Member Standards Charters' for MCACSA, in the form in place from time to time.

5.8 Induction

- 5.8.1 All members will be required to undertake appropriate governance training within the first six months of their appointed term.

6. MEETING PROCEDURE AND PROTOCOL

6.1 Welcome/Acknowledgement of Country

All meetings will commence with a Welcome or an Acknowledgement of Country.

6.2 Frequency of meetings

6.2.1 Four meetings will be held annually, at approximately quarterly intervals, with a minimum of one being a face to face meeting.

6.3 Record of meetings

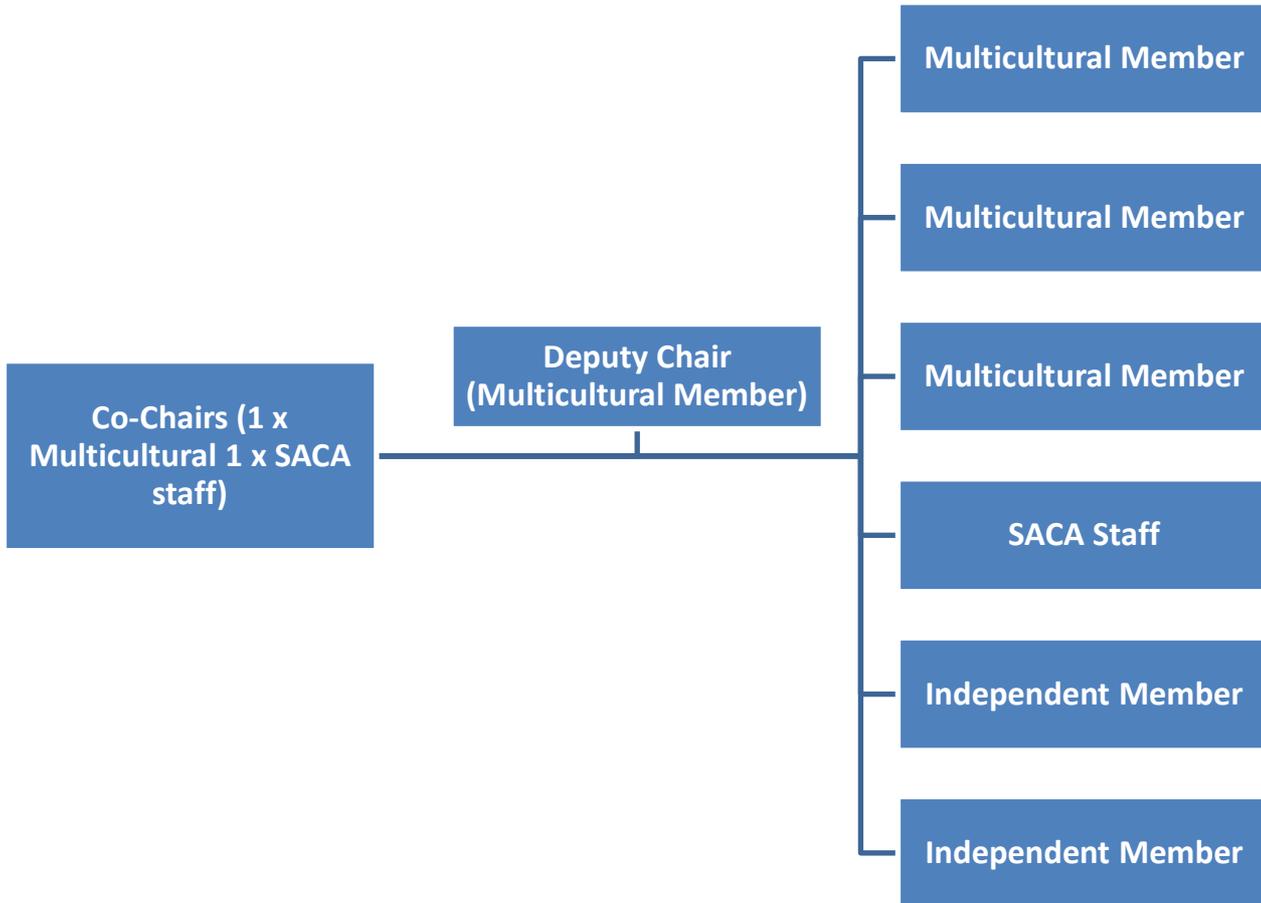
6.3.1 The Co-Chairs in conjunction with the Ex-Officio will take a record of each meeting and with approval from the Co-Chairs will distribute to MCACSA Members.

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6.4 Meeting Recommendations and Actions

6.4.1 All recommendations and actions arising from each meeting will be recorded, reviewed and undertaken in a timely manner.

7. STRUCTURE AND REPORTING FRAMEWORK



8. COMMITTEE MEMBERS – STANDARDS CHARTER

8.1 Personal values – members will:

8.1.1 act ethically, with honesty and cultural integrity, in the best interests of cricket in Australia and South Australia.

8.1.2 Take individual responsibility to actively contribute to all aspects of MCACSA's role according to the terms of reference.

8.1.3 Make decisions fairly, impartially and promptly considering all available information and all relevant Cricket Australia and SACA policies and procedures.

8.1.4 Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their culture, interests, rights, safety and welfare; and

8.1.5 Use her or his best efforts to regularly participate in professional development activities and will perform her or his assigned duties in a professional and timely manner pursuant to MCACSA's direction and oversight.

8.2 Communication and official information – Members will

8.2.1 channel all communication between MCACSA on business matters to designated SACA staff member or SACA management, as appropriate;

8.2.2 not disclose official information or documents acquired through membership of MCACSA, other than as required by law or where agreed by decision of MCACSA

8.2.3 not make any unauthorized public statements regarding the business of MCACSA, SACA, Australian cricket or South Australian cricket;

8.2.4 support, adhere to and not contradict the formal decisions of MCACSA made in its meetings; and

8.2.5 respect the confidentiality and privacy of all information as it pertains to individuals.

8.3 Conflicts of interest – members will:

8.3.1 disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;

8.3.2 ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;

8.3.3 not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of Australian Cricket or South Australian Cricket.

8.3.4 Manage and declare any conflict between their personal and public duty (being their duty to MCACSA, SACA, Australian cricket and South Australian cricket); and

8.3.5 Where conflicts of interest do arise, ensure they are managed in the public interest.

9. MEMBER SELECTION CRITERIA AND PROCESS

9.1 The overriding principle when make recommendations for appointment to MCACSA is that the proposed appointment will meet the selection criteria outlined below.

All MCACSA members must meet the following criteria:

1. Demonstrate diverse cultural geographies, networks and understanding of community affairs;
2. An interest and understanding of programs relating to engagement of Multicultural and Culturally and Linguistically Diverse communities; and
3. The capabilities to provide advice to SACA, either demonstrated through professional experience, involvements on committees or boards, or in community-based organisations (paid or voluntary)

The Non-SACA nominated Co-Chair must meet the following criteria in addition to those outlined above:

1. Cultural legitimacy and credibility – an active, respected and experienced member within the Multicultural community
2. Experience serving on a board of directors and/or advisory committee, preferably as chairperson of such governance structure for an organization of significant size and scope.
3. Excellent communication and interpersonal skills, including the ability to apply meeting protocols and effectively interact with a range of stakeholders.

Independent Committee Members will be appointed based on the following

1. No formal association to SACA, Cricket Australia or any other State and/or Territory Cricket Association
2. Capacity to provide independent judgement in carrying out the responsibilities of a Committee Member;
3. Commitment to advancing Multicultural cricket strategies; and
4. Demonstrated leadership and involvement in the community.