

Rowing Australia Schools Commission – Terms of Reference

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1. Purpose

The Rowing Australia Schools Commission (“the Group”) is established by Rowing Australia to provide a mechanism for consultation, advice and feedback in relation to matters affecting school (and junior) rowing in Australia (specifically the Australian Schools (and Open) Rowing Championships).

The Group exists to:

- Facilitate national collaboration and communication between school rowing stakeholders and Rowing Australia;
- Represent schools within their state through consultation with those schools on topics to be discussed;
- Provide a forum for discussion of issues, opportunities and strategic matters relating to school rowing within the various national championships including school and junior events offered at the Australian Schools Rowing Championships and Australian Rowing Championships.
- Consider and provide feedback on matters referred by Rowing Australia and/or the Rowing in Australia Advisory Group (RiAAG);
- Support improved engagement, transparency, and information sharing across the school rowing community.

2. Functions

The functions of the Group include:

- Discussing matters relevant to school rowing nationally;
- Providing advice and recommendations to Rowing Australia on school rowing matters;
- Considering matters referred to it by the RiAAG;
- Receiving and considering matters referred by members of the school rowing community;
- Supporting communication and consultation between Rowing Australia and school rowing stakeholders. The Commission’s role is limited to matters within the responsibility of Rowing Australia and does not extend to matters that are the responsibility of State Associations, schools or local organising bodies.

3. Composition

3.1 Appointment of Members

- Members of the Group will be appointed by Rowing Australia.
- Appointments will be for a term of two (2) years.
- Every two years, Rowing Australia will call for nominations for positions on the Group.
- Rowing Australia will determine the composition of the Group having regard to appropriate national representation, experience and diversity of perspectives across school rowing.
- Rowing Australia will be represented on the Group.
- Schools from each state and territory rowing association will be represented.
- State and territory rowing associations may be represented in each meeting to be called upon in case of clarification on local matters.

3.2 Casual Vacancies

- Where a member departs the Group prior to the completion of their term, Rowing Australia may appoint a replacement member to fill the casual vacancy.
- Any member appointed to fill a casual vacancy will serve until the next recruitment and appointment process.
- If a Member does not attend two or more meetings within a calendar year RA may consider the member's position vacant and appoint an alternative member.

3.3 Chairperson

- The Chairperson of the Group will be appointed by Rowing Australia.
- The Chairperson is responsible for:
 - Chairing meetings of the Group;
 - Supporting effective and constructive discussion;
 - Ensuring appropriate reporting and communication outcomes are achieved.

4. Meetings

- The Group will meet online monthly, or as required.
- Meetings may be convened by the Chairperson in consultation with Rowing Australia.
- A quorum will consist of at least fifty percent (50%) of appointed members.
- The Chairperson may approve the attendance of guests to attend to the meeting to discuss a relevant agenda item with the Group.

5. Reporting and Communication

- Minutes from each meeting and/or a report will be distributed to school rowing database nationally following each meeting.
- Minutes from each meeting and/or a report will be distributed to the RA CEO and others (Rules group etc) as deemed appropriate.
- Summary of discussions to be included in the Events Report to the RA Board.
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6. Referral of Matters

- Matters recommended or suggested by the group will be provided to the relevant group within RA for consideration, further investigation or implemented and reported back.
- Any member of the Australian school rowing community may refer matters to the Group for consideration.
- The RiAAG may refer matters pertaining to school rowing to the Group.
- RA Management may refer matters pertaining to school rowing to the Group.
- The RA Board or RA Council may refer matters pertaining to school rowing to the Group.

- The group may refer matters to specific state & territory rowing associations.

7. Administration

- Rowing Australia will provide administrative support to the Group as reasonably required.
- Rowing Australia may review and amend these Terms of Reference from time to time.