

State League 3 Advisory Group – Terms of Reference

1. Purpose

The State League Three Advisory Group (Group) has been established to explore the feasibility, sustainability and potential implementation of a State League 3 competition.

2. Composition

2.1 Number of Members

The number of Members in the Group will be no less than five and no more than seven. In the instance that more than seven member applications are received, Football West will have designated authority to determine the successful members based on equitable club factors (league, geographic distance, member expertise).

2.2 Election of Chair

The Group must have a Chair who is to be elected as follows:

- a) If only one person wishes to stand for election as Chair, that person is automatically elected.
- b) If more than one person wishes to stand for election as Chair, a vote is conducted by official Members of the Group and the winner is declared by simple majority.
- c) In the event that there is no simple majority in favour of a single candidate, the Chair will be chosen by Football West.

2.3 Attendance of Football West Staff

Appropriate Football West staff are entitled to attend any Group meeting in an ex-officio capacity but are not formal Members of the Group.

2.4 Advisory Group Secretary

Football West will appoint one member of staff to act as Secretary to the Group. The Secretary attends in an ex-officio capacity and is not a formal Member of the Group.

3. Functions

3.1 Matters Referred by the Board, Football West management

The Board, Game Development Committee or management may refer any relevant matters to the Group for consideration and request that the Committee provide an opinion to the Board, Game Development Committee or management as appropriate on the matter referred.

3.2 Advice and Recommendations

The Group may give any advice requested of it and may make recommendations to the Board, Game Development Committee or FW management on any matter relating to the Group's purview.

4. Obligations

4.1 Agreement to be Bound by Regulatory Framework

By accepting a position on the Group, each Member agrees to be bound by and comply with:

- a) Football West's Constitution, By-laws, these Terms of Reference and all of the Rules, Regulations, Policies, Codes of Conduct and any other regulatory documents of Football West.
- b) Football Federation Australia's Statutes as in force from time to time.

5. Meetings

5.1 Chair to Preside over Meetings

The Chair of the Group must preside over the meeting.

5.2 Frequency of Meetings

Meetings may be held as often as required, determined in conjunction with Football West management.

5.3 Invited Guests

The Group may invite other persons to attend a meeting to provide particular expertise to a matter on the agenda. Such invitees attend in an ex-officio capacity and are not formal Members of the Group.

5.4 Preparation of Agenda

An agenda is to be prepared by the Secretary in consultation with the Chair and circulated to the Members of the Group five business days prior to the meeting.

5.5 Minutes Taken by Secretary

Meetings are to be conducted on a formal basis and minutes are to be taken by the Group Secretary. The Secretary is to forward a copy of the draft minutes to all Members and other persons present at the meeting to which the minutes relate within five business days of the completion of the meeting.

5.6 Approval of Minutes

The approval of the previous meeting's minutes is to form an official part of the agenda.