



# **Event Committee Terms of Reference**

Date of Issue	December 2022
Committee	Operational
Controlling Body	Western Australian Karate Federation Board



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## 1 Introduction

This Terms of Reference (TOR) for the Western Australian Karate Federation (WAKF) Event Committee provides guidelines and direction to committee members to help manage expectations and to enable the Committee to hold itself accountable for its activities. The TOR also provides a frame of reference that a Board can use to make informed decisions.

## 2 Purpose

- Ensure the smooth delivery of tournaments and competitions held in WA which comply with WAKF policies and processes, sport standards and legislation.
- Assist with the delivery of the strategic event outcomes as in the WAKF Strategic Plan.
- Maintain, review, and update the WAKF Event Rules and Guidelines as required.
- Assist with recruiting and retaining events and volunteers.
- Assist as required to the WAKF with the development of the annual event budget, and report to the budget as required.

## 3 Definitions

- **Event is** any tournament or competition held in WA that is held under the WAKF structure, guidelines, policies and process. This includes hosting the Australian Karate Federation National Championships, any other national events and international events that the WAKF organises.
- **Identified project** means a large-scale event such as hosting a National Championship or when a smaller event has additional key outcomes that must be met.

## 4 Selection and Appointment of the Committee

- The WAKF will call for nominations from the community for all positions with the exemption of the WAKF staff member and the WAKF Board Member, whom the Board will automatically appoint to the committee.
- The due date for nominations will be advertised through the e-newsletter, website, and social media.
- Interested applicants must submit a nomination form by the due date.



- The Board will select the Chairperson and Committee Members from the nominations received.
- All nominees will be notified via email on their selection or non-selection to the committee via email. After 48 hours of being notified, the WAKF may communicate to the community via social media and the newsletter the members of the Event Committee.

## **5 Length of Term**

Selected committee members are appointed for a two-year term.

## **6 Casual Vacancies**

The committee will appoint casual vacancies occurring in the committee at their discretion and report the information to the Executive Officer and the Board.

## **7 Committee Composition**

- Chairperson  
The Chairperson must have leadership skills and experience in event management and/ or karate events.
- Event Committee Members x 2 positions  
The Committee Members may be a Head of Style, Club Owner, Coaches, Referees or a member of the karate community.
- WAKF Staff Member
- WAKF Board Member
- Independent member/s as required by the Committee for identified projects.  
Other WAKF staff members may also be appointed to the Committee for identified projects as required.



## **8 Voting Rights of the Committee**

The following committee members have voting rights at the meeting.

- Chairperson
- Event Committee Members
- WAKF Board Member
- Independent member/s

The following committee members are involved in all decision-making but do not have any voting rights.

- WAKF Staff Members.

## **9 Governance**

Committee members must:

- Abide by the Code of Conduct and Conflict of Interest Charter that applies to the WAKF Board and all committees. These documents illustrate the behaviours expected of the committee.
- Abide by the WAKF Financial Delegation and Management Policy.
- Align with the Strategic Direction 2022 – 2025 with planning event opportunities.
- Be able to provide quarterly updates to the Executive Officer, who must report to the Board and Funding Partners.
- Abide by the WAKF policies and guidelines.

## **10 Operational Committees**

- All Committees must have an up-to-date action plan, and budget before any approval of spend is granted. The budget needs to align with the overall WAKF Budget, and all budgets must be approved as per the WAKF Financial Delegation and Management Policy
- Follow the financial processes as in the WAKF Financial Delegation and Management Policy - 9.1.2



## 11 Roles and Responsibilities

The committee roles and responsibilities in the Terms of Reference are an overview only. A detailed list of the committee responsibilities will be developed, implemented, and reviewed by the Committee and the WAKF staff members.

### ***Roles and Responsibilities***

- Review and update the WAKF Event Guidelines and rules at the end of each event season.
- Assist the WAKF staff member with developing the proposed annual event and singular event budget.
- Provide recommendations for all relevant event dates (including closing dates and other significant dates for the WAKF yearly calendar by 30 September in the prior year.
- Review and provide recommendations for all events and provide quarterly feedback to the Executive Officer, which will be provided to the Board as part of the WAKF Operational Report.
- Work closely with the WAKF staff member on delivering events and state teams/squads.
- Utilise the Event Risk Management Plan during the planning and delivery of WAKF events to help manage risk to an acceptable level.
- Develop and implement event and volunteer strategies as required.

#### ***Pre-Event (Non-Staff Roles)***

- *Inaugural Committee to complete as one of their first actions.*
- Add a brief overview of what the committee will do Pre-Event.

#### ***On-Event (Non-Staff Roles)***

- *Inaugural Committee to complete as one of their first actions.*
- Add a brief overview of what the committee will do at the event.

#### ***Post-Event (Non-Staff Roles)***

- *Inaugural Committee to complete as one of their first actions.*
- Add a brief overview of what the committee will do post-event.

The committee is not responsible for the decision-making and / or actions of the day-to-day operations of the WAKF or WAKL events.



## 12 Committee Meetings

- A quorum for any meeting will be more than 50% of the voting committee.
- The Event Committee will meet as required.
- Meetings can be online, face-to-face or by communication via email.

## 13 Monitoring and Evaluation

These Terms of References will be reviewed biannually or as required to ensure they reflect members' needs.

## 14 Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1	NA	December 2022	Original version. New Event Committee Terms of Reference