



Rowing SA Master's Committee Charter

1. Purpose

The Rowing SA Masters Committee provides a forum for the views and advice of the Masters rowing community to be expressed to the Rowing SA Board; and to support the Board by facilitating information sharing and consultation with Masters on matters relevant to the Committee and the Masters rowing community.

2. Objectives

The objectives of the Masters Committee are to:

- Represent the rights and interests of Masters rowing and to participate in RSA Board consultation as required
- Support SA Master rowers to achieve success at all levels of rowing within SA and nationally. In this context the Masters Committee may provide the RSA Board the following on all matters within its scope:
 - Offer or give advice;
 - Offer an opinion;
 - Make a recommendation;
 - Consult; or
 - Give information or notice.
- Consider questions and issues relating to Masters rowing and provide advice to the RSA Board
- Support and encourage rowers in the transition into club rowing.

3. Activities

To fulfill its role the RSAMC may work with Rowing SA in the following activities, without limitation:

- Ensure Masters rowers', coaches and administrators' perspectives on issues relevant to them are heard at the Board table
- Advise and inform on Policy of RSA including (without limitation): scheduling of Masters regattas in the RSA Calendar, supplementary rules to the RSA Rules for Boat Racing
- Consider such other matters relating to issues impacting on Masters rowing as may be referred to it by the CEO or the Board; and
- Communicate with Masters Rowers', coaches and administrators within the Rowing SA community to support the Strategic Plan, policies and directions of the Board.

Qualities and Approach

Members should:

- **Be objective** – ensure views formed and advice given is in the best broad interests of the Committee's community and the sport as a whole. This includes acknowledging real or perceived conflict of interest and abiding by RA and RSA policies and standards.
- **Be informed** – take reasonable effort to gather information and facts relevant to a matter being considered including engaging with those with differing views.
- **Be approachable** – the role requires empathy and engagement to ensure all are heard.
- **Be competent** - so that members of the rowing community appreciate the Committee and its members' role and have confidence in the way it consults, promotes and informs the interests of its community.



Composition

A Chairperson, nominated or approved by the Board (who shall be a member of the Board other than the President);

Masters Representatives, a minimum of 4 and a maximum of 6 ensuring an appropriate mix of Community Rowing Club(s) supporting Master rowers; and regional representation.

Term of Office, Eligibility, and Election

- The term of office is for a period of two years, commencing on 1 October.
- The RSA Board through the Committee Chair will seek nominations and/or invite candidates they feel appropriate to join the Committee.
- In the event of a member's resignation or a member being unable to carry out their duties, the Chair, in consultation with other members, will choose a replacement from among the retiring member's cohort, to hold office for the remainder of the retiring members' term.
- To be eligible for election or appointment a representative must:
 - Be a registered member of Rowing SA;
 - Have or be in the process of obtaining a current Working and Volunteering with Vulnerable People Check;
 - Be of good standing within the rowing community; and
 - Demonstrate enthusiasm for the sport of rowing in SA as a whole.

Meetings

- The Committee shall meet at least on a quarterly basis as a Committee, in addition to convening for other activities such as consultative forums.
- Meetings shall occur on the 2nd Tuesday in April, July, October, January.
- All meetings will be chaired by the nominated chair of the Committee.
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, final decisions will be made by a majority of the Committee.
- Meeting agendas and minutes will be provided by the Chair, this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and information.
- Meetings will be held for no longer than 60 minutes.
- Additional meetings may be scheduled from time-to-time, where significant work or discussion is required.
- If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members for the purpose of writing up documents, research, discussion with relevant experts or stakeholders, or completing highly detailed work for the project.
- Chair to provide a written report (1-page max) and additional papers to the CEO no later than 9am on the 3rd Tuesday of each month, to be provided at the Board meeting that month.

Review

- These Terms of Reference are to be reviewed by the Committee annually and presented to the RSA Board for consideration.



Committee Members

Position	Name	Club	Contact
Chair	Greg Keene	Board Member	gk@gcrk.com
General Member	Jane Dawson	Riverside Rowing Club	
General Member	Kate Tebneff	Goolwa Rowing Club	
General Member	Greg Melbourne	Boat Race Official	
Ex-Officio	Tory Toogood	Torrens Rowing Club	

Document Review

Drafted - 8 September 2021

Adopted by RSA Board – 28 October 2021

Updated -