

Basketball Association of Newcastle Limited



Gender Equity Advisory Group Terms of Reference

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Gender Equity Advisory Group Terms of Reference

1. Purpose and scope

The Gender Equity Advisory Group has been established to provide advice to the BANL Board and management regarding best practices for achieving gender equity across all aspects of BANL operations.

2. Membership

The Gender Equity Advisory Group consists of the following members:

- i. A representative from the BANL Board of Directors
- ii. A representative from the senior women's representative program (player, coach or manager)
- iii. A representative from the junior clubs
- iv. A current referee
- v. A member of staff of BANL

A majority of members must be female. Membership is open to any member of the broader community upon request.

All members are approved by the Board and appointments are communicated with the general membership via social media.

Appointments are for a period of 2 years.

3. Roles and responsibilities

The role of the Gender Equity Advisory Group is to:

- i. Provide guidance and support and offer critical feedback to the Board when developing the BANL Strategic Plan and other policy documents
- ii. Provide guidance and support and offer critical feedback to BANL management when developing operational plans and procedures
- iii. Identify opportunities to promote gender equity across all aspects of BANL operations
- iv. Provide support for grant applications related to gender equity
- v. Develop a 5-year gender equity plan to present to the Board

Individuals will contribute their subject matter expertise, personal experience or both, and it is expected that this will result in diverse representation and robust discussion.

4. Authority and accountability

As an advisory group, the Gender Equity Advisory Group role is to provide advice and support rather than make binding decisions.

5. Operations and procedures

The Gender Equity Advisory Group will meet a minimum of four times per year. Additional meetings may be scheduled as needed. Meetings may be held in person or online.

A quorum for meetings shall be the Chair and two other members. Out of session review of draft policies and operational plans, grant applications, etc may occur on an ad hoc basis as

required.

The BANL Board representative will Chair the Advisory Group. This will involve chairing meetings, being a point of contact for any clarifications or quick decisions needed, and presenting recommendations and updates to the BANL board.

The BANL staff member will act as secretary. This will involve circulating meeting dates, compiling the agenda in collaboration with the Chair, taking and distributing minutes, and coordinating any correspondence required.

6. Communication and reporting

Minutes of meetings will be shared with the BANL Board. A short report documenting activities will be prepared for the BANL Annual Report.