

Ultimate Victoria has appointed a subcommittee to set the organisation's diversity and inclusion agenda. This subcommittee will be known as the **Inclusive Practices Subcommittee**, referred to in this document as **the Subcommittee**.

The Subcommittee must observe the same rules of conduct and procedures and abide by the standing policies of the Ultimate Victoria Board (the Board) unless the Board determines otherwise.

The Subcommittee must always be aware of and operate in line with the aims of the Board, as outlined in the UV Strategic Plan for the respective term. The Subcommittee members must be familiar with the Strategic Plan and are encouraged to refer to this document when making decisions.

Overall purpose and objectives

The Subcommittee's purpose is to ensure that ultimate in Victoria is an inclusive sport that celebrates diversity.

The Subcommittee's objectives may include:

- Developing and implementing UV's diversity and inclusion framework and action plans and ensuring alignment with the organisation's broader strategy.
- Monitoring UV's performance on a range of diversity and inclusion measures with a focus on measures related to priority areas.
- Acting as a reference group to make recommendations on relevant initiatives, policies and procedures.
- Providing advice when reporting to government agencies, and for submissions for external funding.
- Commissioning reports on diversity, inclusion, access and equity in ultimate with a specific focus on priority areas.

Composition, including the appointment of a Chair

The Subcommittee will be comprised of the individuals the Board considers best suited to fulfill the role of the Subcommittee. The composition of the Subcommittee should mirror diversity within Ultimate Victoria's membership base, and include representatives from underrepresented groups.

There shall be a defined 5 year maximum term for individuals as Subcommittee members.

The composition of the Subcommittee is to be reviewed annually by the Board. The review must:

- Be documented, but is not required to be published
- Assess the performance of the members of the Subcommittee
- Endorse the election of the Chairperson
- Occur within 3 months following the UV Annual General Meeting

The Inclusive Practices Subcommittee Chairperson will perform the vital role of ensuring that the subcommittee remains focused on its objectives and that the members of the committee are likewise focused. The Chair;

- Is elected by the members of the Subcommittee and endorsed by the Board
- Convenes meetings on a regular basis with a frequency as agreed by the Subcommittee
- Is responsible for internal communication with the Subcommittee and for external communication with the UV board and staff;

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- Is responsible for setting and overseeing timelines and upholding deadlines for submissions and reporting
- Has the casting vote in tied decisions within the Subcommittee
- Provide written monthly updates on the committee’s activity due one week before UV Board meetings

Frequency and timing of meetings

Meetings of the Subcommittee must

- Include a secretary who records the minutes of the meeting. This person may be elected at the beginning of the meeting and must be held by someone other than the Chair
- Be held on a regular basis as agreed upon by the members of the Subcommittee
- Be held at least four times per year
- Have the majority of subcommittee members present, either in person or via the use of technology which allows real time conversations

Relationship with the Board and stakeholders

- The Subcommittee reports directly to the Board
- The Board must be notified of communication between the Subcommittee and stakeholders at the earliest convenience

Operational matters

The Subcommittee must act on the Board’s behalf to maintain the following operational matters:

- Review Ultimate Victoria policies and plans when requested to do so by the Board, and make recommendations for revisions, changes and updates
- Identify barriers that impact recruitment, retention and advancement of playing members from underrepresented populations
- Identify barriers that impact the recruitment, training, and appointment of members from underrepresented populations to key coach and volunteer roles
- Make recommendations on addressing or negating identified barriers for current and potential members from underrepresented populations
- Broadly build and share knowledge on the successes and impact of inclusive practices
- Identify and promote opportunities for education on diversity and inclusion for Ultimate Victoria staff, volunteers and members
- Provide advice on the development of inclusion plans by clubs and associations affiliated with Ultimate Victoria
- Draft communications to be delivered to all Ultimate Victoria members on the activities of the Subcommittee

Key Performance Indicators

1. The Subcommittee reports to the Board on a quarterly basis
2. Recommendations made in a timely manner
3. Tracking and reporting outcomes of key initiatives

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Restrictions

- The Subcommittee cannot authorise spending on behalf of UV without prior board approval

Responsibility of the Board

The Board will be responsible for overseeing the operation of the Subcommittee and decide upon implementation of recommendations from the Subcommittee.

Additional responsibilities include:

- Appointing members of the Subcommittee as required
- Conducting annual reviews of the performance of the Subcommittee and Chair
- Providing strategic guidance and direction to the Subcommittee
- Sharing sports industry research, resources and best practice guidelines
- Assisting the Subcommittee to develop a consistent strategy
- Maintaining the right to veto (by Board majority) decisions made by the Subcommittee that are in opposition to the aims and priorities of Ultimate Victoria
- Review and update this Terms of Reference document with input from the Subcommittee

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