



WOMEN'S COMMISSION TERMS OF REFERENCE

Date: May 2017

OBJECTIVES:

The overall objective of the Commission is to be the representative voice of Women in cycling in the context of road and track and to advise CycleSport WA on a range of topics to assist in the advancement of women's cycling throughout Western Australia.

The key objectives of the Commission are, but not limited to:

1. Advise on point four of the CycleSportWA Strategic Plan 2016 – 2020 | Diversity and Inclusion
2. Advise on increasing the participation of Women in events
3. Advise on regulations for Women's events
4. Advise on increasing the membership of CSWA of Women
5. Advise on increasing the number of Women within High Performance programs.
6. Advise on creating a culture that is attractive for Women to participate in the management and Governance of CycleSportWA
7. Advise on creating a culture that is attractive for Women to participate in cycling and racing events in WA
8. Seek input and feedback from the cycling community to form opinions on topics presented to the Commission for feedback.
9. Make recommendations to the Board of CycleSport WA via the CEO with Meeting minutes and associated reports.
10. Provide feedback to the Cycling Australia Women's Commission representatives on appropriate matters.

MEMBERSHIP:

1. The Commission shall be composed of no less than 4 and no more than 6 members appointed by the board of CycleSport Western Australia.
2. One Director of CSWA may be included on the Commission
3. A Chairperson will be selected by the Commission
4. The term of the position is for 2 years
5. The Commission is an advisory Commission. It does not have any executive or decision-making powers. The Commission formulates recommendations to the CEO of CycleSportWA.

SECRETARIAT SERVICES:

WestCycle will provide Secretariat services to the Commission.

1. Promoting the Commissions activities and membership
2. Providing background data as required and practicable
3. Distributing meeting documents
4. Preparation of Agendas and Minutes:
 - a. Minutes will be taken and distributed by the Secretariat.
 - b. Agendas will be compiled in consultation with Secretariat, Chairperson and Board Member.
 - c. Agenda and relevant information to be distributed a week in advance of all meetings
 - d. Minutes to be distributed within one week post all meetings
 - e. Minutes, including recommendations to be presented to the CEO for consideration
 - f. CEO to table Minutes at the following CSWA Board Meeting

AGENDA

1. Attendance
2. Conflicts of interest
3. Confirmation of previous minutes
4. Review of Key Performance indicators
5. Review of current related projects
6. General Business
7. Next meeting date, time and location

TIME COMMITMENT:

Meetings to be held at least quarterly unless otherwise recommended by the Commission and it is expected they will be two hours in duration depending on the agenda.. Meetings may take place in person, via tele-conference or other electronic medium. This will be coordinated by the Chairperson

KEY PERFORMANCE INDICATORS OF THE CYCLESPOORT WA WOMENS COMMISSION

1. Increasing female participation at all events
2. In creasing women participation in governance and management structures across the clubs and the Association
3. Increasing CSWA Women’s % of Membership

BACKGROUND:

The sport of cycling has evolved over time without sufficient consideration given to the potential of women in the sport of cycling. The male dominance is evident from membership numbers right the way through to the Board gender diversity. At the time of writing the membership base of CycleSportWA was:

April 2017	CSWA WOMEN’S % OF MEMBERSHIP	CYCLING AUST. WOMEN’S % OF MEMBERSHIP (July 2016)
RACE MEMBERS	19.80%	14.3%
RIDE MEMBERS	28.85%	28.86%
NON-RIDE MEMBERS	41.82%	35.43%
TOTAL MEMBERS	24.51%	19.3%