



# Tenpin Bowling Australia Limited

## High Performance Committee Charter

## **1. Statement of Purpose**

The purpose of the High Performance Committee of the Board of Directors (Board) is to provide assistance to the Board in overseeing the High Performance Programs run by Tenpin Bowling Australia Limited (TBA) for athletes, coaches and officials.

In performing its duties, the Committee will maintain effective working relationships with the Board and management. The Committee is an advisory and strategic committee of the Board. The Committee is accountable and reports to the Board.

## **2. Authority**

The Board authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any employees or external parties;
- Obtain outside legal or other professional advice; and
- Ensure the attendance of company officers at meetings as appropriate.

## **3. Membership**

The Committee will comprise at least two members, all of whom will be non-executive directors appointed by the Board. The Chairperson of the Committee will be nominated by the Board from time to time.

The Committee may invite such other persons to its meetings as it deems necessary.

## **4. Duties of the High Performance Committee**

- Conduct annual review of State Based Training program (SBT) and communicate policy changes to State Associations. In conjunction with national coach ensure calendar of visits to State Associations for SBT is established and communicated to State Associations;
- Conduct annual review of National Training Squad (NTS) and communicate any policy changes to key stakeholders including State Associations, State Directors of Coaching, athletes and coaches;
- In conjunction with Finance, Risk and Audit committee develop an annual High Performance budget that encompasses National Team Travel to Asian and World Championships, NTS and SBT program costs;
- Conduct annual audit of NTS program to ensure that all NTS athletes have a development plan in place that has been reviewed semi-annually;
- Oversee the appointment of the National Coach and the ongoing review of their performance;
- In conjunction with National Coach approve the appointment of assistant coaches and managers for National Teams; and
- Implement a National Championship tournament review process that includes the overseeing of tenders for future national championships, conduct surveys of satisfaction with each national championship and makes recommendations to the Board for any changes to future National Championships.

## **5. Frequency and Attendance at Meetings**

Meetings shall be held not less than three times a year. A meeting schedule is to be set at the beginning of each year. The Chairperson of the Committee has the power to call special meetings as required.

Notice of meeting including agenda will be distributed to members of the Committee at least one week in advance of the meeting. Meetings may be held in person or by teleconference or videoconference.

The proceedings of all meetings will be minuted. Minutes of each meeting will be distributed to the Chairperson of the meeting for approval no later than one week after the meeting.

A quorum of the Committee is constituted where at least 2 board members of TBA are present.