

## **GENERIC PROCEDURES FOR ALL WORLD LACROSSE COMMITTEES, COMMISSIONS AND WORKING GROUPS**

### **1. TYPES OF COMMITTEES**

There are a number of different types of committees in use in World Lacrosse (WL). Any new proposals should fall into one of these categories. A template Terms of Reference (TOR) for each type of committee is provided by WL. For ease of reference, the generic term 'committee' will be used after Section 1.

**Note:** Under the WL Constitution and Bylaws, the WL President is an ex officio member of all Committees and should be notified of meetings and receive records of meetings.

**1.1. STANDING COMMITTEES** are permanent advisory committees set up by the General Assembly (GA) and listed in the governance documentation which report activities to both the Board and the GA.

- 1.1.1. The Chair and all positions are open to nominations from WL Members. These are reviewed by the Board.
- 1.1.2. The Board appoints the Chair from nominees following a selection process.
- 1.1.3. The Chair of the Committee, with the appropriate Board Director, recommends to the Board appointments for Committee and Subcommittee Chairs and members following a nomination and selection process.
- 1.1.4. The TOR are reviewed by the Board from time to time.
- 1.1.5. Terms of office are for 4 years but may initially be shorter in order to get a staggered/rolling finish and continuity. There is an optional second term of office for an additional 4 years, making 8 years in total before a break of at least one year from that Committee, subject to a periodic performance review by the relevant Director and Chair.
- 1.1.6. Standing Committees may also have Subcommittees (e.g., sector officiating and rules).
- 1.1.7. Board members do not usually Chair these Committees but will be an ex officio member of them.
- 1.1.8. Applications for membership of standing Committees can be supported by Members, Continental Federations (CFs) and/or the Board.
- 1.1.9. These are advisory Committees but may have delegated authority from the Board to make operation decisions.
- 1.1.10. Committee Chairs and members may be subject to a biennial performance review.

These Committees and Subcommittees provide the best opportunity for WL Members to gain worldwide committee experience in areas of interest.

**1.2. BOARD ADVISORY COMMITTEES** are ongoing committees set up by the WL Board to develop and review detailed specific business on behalf of the Board which needs more time than the whole Board can devote to that business regularly.

1.2.1. Advisory Committees are not decision-making committees.

1.2.2. The composition of these will generally, but not exclusively, be Board members.

1.2.3. Where there are opportunities for Members to be a part of these Committees, this will be indicated in the relevant TOR.

1.2.4. Board Advisory Committees report to the Board and, in some cases, also to the General Assembly (e.g., Nominations).

**1.3. COMMISSIONS** are specialist committees set up by the Board or requested by the GA. The Board will approve the membership.

1.3.1. Commissions may/may not include Board members in their membership.

1.3.2. Some will subsequently manage their own nominations and call for elections using agreed policies (e.g., Athletes Commission, Medical Commission).

1.3.3. Others may be led by a Board member (e.g., Women in Sport Commission).

1.3.4. Others may be entirely independent from the Board (e.g., Ethics Commission).

1.3.5. The GA will be informed of the principles to set up the Commissions and the Board will manage the details.

1.3.6. Commissions report both to the Board and, subject to their specific provisions, may also report to the GA under certain conditions.

**1.4. WORKING GROUPS** are temporary task groups set up by the Board to undertake a particular piece of work in a designated period of time.

1.4.1. A Board member will generally Chair a Working Group and if not, a Board member will be an ex officio member of the Working Group.

1.4.2. The Board will agree the membership and TOR and length of appointment of the Working Group.

1.4.3. Working Groups may include non-Board members but not always. For example, if the Board sets up a Working Group to look into problems with a specific country, it may, for confidentiality reasons, only be Board members on the group.

1.4.4. Working Groups set up in relation to specific country issues remain confidential and will not be disclosed to WL Membership.

1.4.5. Working Groups report to the Board and to the GA as appropriate.

## **2. GENERAL TERMS OF REFERENCE RELATING TO ALL WORLD LACROSSE COMMITTEES**

### **2.1. GENDER AND REGIONAL REPRESENTATION**

Effort will be made to take account of diversity including but not limited to regional representation, gender and ethnicity. In accordance with WL Bylaws Section 7 and Appendix E, no more than 50% of any Committee, including the Chair, may be from the same Member.

## **2.2. TERMS OF REFERENCE (TOR)**

- 2.2.1. Each Committee will have its own specific TOR agreed by the Board which will be reviewed annually by each group.
- 2.2.2. The Board may agree to alter the TOR of any of the above from time to time to accord with changing requirements of WL.
- 2.2.3. All Committees are authorized by WL Board to conduct their business in accordance with their TOR and policies as in force at any time. All are accountable to the Board.
- 2.2.4. TOR will be made available on the WL website, unless the Committee is set up under confidentiality status (e.g., with a specific country).

## **2.3. STAFF LIASON**

- 2.3.1. A primary staff liaison will be named for every Committee.

## **3. MEETINGS AND MINUTES**

- 3.1. All Committees must keep records of meetings. These may be detailed minutes or summary reports with actions and names of people to take action identified as stated in each TOR.
- 3.2. Working Groups in particular are asked to provide and maintain a timeline of planned activities and to have this on the WL website (see Appendix 1 for an example), but it may also be of value for other groups with longer timescales to do the same so that National Governing Bodies (NGBs) have an opportunity to understand timelines.
- 3.3. The Chair of each Committee is responsible for ensuring meetings are called and that an agenda and any relevant papers are circulated ideally one week prior to the meeting and for ensuring that minutes/records are kept and identifying who should take these.
- 3.4. Once approved by the relevant Committee, all minutes/records are to be sent to:
  - 3.4.1. The Committee members
  - 3.4.2. The WL President (who is an ex officio member of all Committees)
  - 3.4.3. The WL Executive Administrative Assistant, except where stated in specific TOR for confidentiality reasons
  - 3.4.4. Any others to receive minutes/records will be shown in specific TOR (e.g., an ex officio Director)

3.5. The specific TOR of each Committee will state whether their minutes are to be placed on the WL website or not. Minutes considered commercially or personally confidential will not be made public, although a summary report may be placed on the website instead. WL will aim to make as many records available as possible, even if in summary form.

3.6. The majority of meetings take place virtually in video or audio calls unless face to face meetings are agreed as part of the annual budget setting process. Where meetings take place face to face, these meetings will be arranged close to an event to reduce some of the travel costs where possible.

#### **4. BUDGET SUPPORT**

4.1. As it sets up any Committee, the Board must ensure that sufficient resources (e.g., finance, staff support, time) are made available to the Committee to ensure that it can effectively fulfil its remit.

4.2. Chairs must submit annual budgets for Committees that need to meet or for individuals on the Committee to travel to events and conferences via the relevant Board Director. Most meetings will take place virtually.

4.3. Expenses must be claimed in accordance with the WL Expense Policy and approved by the Chair/relevant Board Director prior to submission. Generally significant expenses (e.g., hotel, flights) should not be incurred without authorization of the Committee Chair.

4.4. No member of a Committee is authorized to sign for anything on behalf of WL without authorization from the WL Board or Management. Expenses incurred without appropriate authorization may not be reimbursed.

#### **5. COMMUNICATIONS AND MEDIA**

5.1. When using WL email and/or representing WL, Committee members must read and adhere to the WL Social Media Policy as issued from time to time.

5.2. Should a Committee member or Chair receive a request for an interview in relation to their WL role with the Committee/Group, they should first consult with their Director and the WL Chief of Brand and Communications Officer.

#### **6. CONFIDENTIALITY**

6.1. All Committee members will be asked by the Chair to submit a signed confidentially agreement to the WL Office upon appointment.

#### **7. CONFLICTS OF INTEREST**

7.1. All Committee members will be asked to make a declaration of conflicts of interest on an annual basis by the WL Office and are bound by the WL Conflicts of Interest Policy which will be provided upon appointment.

## **8. WL STAFF, OBSERVERS AND EXTERNAL EXPERTISE**

8.1. The Chair of any Committee may invite additional observers from time to time either to provide additional expertise or for the opportunity for personal development for an individual. Meetings are not otherwise open for observers.

8.2. All Committees may invite members of the WL Staff to attend meetings. Some will be present at all meetings while others may be invited for specific meetings. WL Staff provide support to any Committee on request. A lead staff member will be identified as the lead liaison between the Committee and WL Staff.

8.3. Additional external expertise and advice may be sought by any Committee with prior authorization from the WL President or CEO.

## **9. WORKING NORMS**

9.1. Committees will normally operate on the basis of consensus and maintain as informal a manner as possible or appropriate for the conduct of the Committee business.

9.2. Committee decisions will be reached by a simple majority of those present unless otherwise designated by the Board on a particular topic.

9.3. Minutes/records will record, at the request of the individual, any dissenting voice(s). Once taken, Committee decisions become collective even if disagreed within the meeting.

9.4. The Chair will hold a casting vote in the event of a tie in addition to their substantive vote as a Committee member.

9.5. The Chair may limit discussion of resurfacing issues by referring to previous recommendations or conclusions of prior discussions.

9.6. Each Committee should meet at least once per annum. There is no maximum number of meetings for any group and each will set its own requirements according to annual needs and strategic priorities.

9.7. Each Committee should evaluate its own performance on a biannual basis to determine whether it is functioning effectively. This will include an assessment of the extent to which the Committee has discharged its responsibilities as set out in its TOR. The results of the review will be reported to the Board via the Chair or relevant Director.

9.8. Discussions and decisions taken by Committees will take place in a transparent and efficient way and in accordance with any deadlines set by the Board or relevant Director.

## **10. NOMINATIONS AND ADVERTISING PROCESS**

- 10.1. Chairs and all positions on standing Committees will be advertised to Members.
- 10.2. Individual nominations may be submitted by the NGB, the CF and the Board.
- 10.3. Chairs of Advisory Committees and Working Groups will be appointed by the WL Board. Such positions will not normally be advertised.
- 10.4. Membership of Advisory Committees and Working Groups will be by invitation from the WL Board.
- 10.5. Commissions processes will vary depending on the nature of the Commission as designated.
  - 10.5.1. Athletes Commission members will be elected from athletes at relevant senior World Events. Those elected members will then elect their Chair and Vice Chair.
  - 10.5.2. Medical Commission members will be appointed by the WL Chief Medical Officer (CMO) who will invite NGBs to submit nominations. Composition will be ratified by the WL Board.
  - 10.5.3. The Women in Sport Commission Chair will be appointed by the Board. Commission members will be both invited and open to nominations from NGBs.
  - 10.5.4. The Ethics Commission Chair will be appointed by the Board. Commission members will all need to be independent of any NGB or Federation, but nominations will be sought from WL Members as well as invited.
- 10.6. Recruitment Process Support
  - 10.6.1. The Chair of the Nominations Committee will provide advice and support to the Nominations process including an overview of standardized role position descriptions and ensuring that elections and appointments meet the agreed terms of office.
  - 10.6.2. All positions advertised to Members will be done via the WL Executive Administrative Assistant on behalf of the relevant recruiter.

## **11. SELECTION PROCESS**

11.1. Where nominations are sought from Members, the selection process will be that the relevant Director will shortlist and interview potential candidates who best meet the criteria outlined in the role description and will recommend to the Board their appointment for ratification.

**APPENDIX 1. Reporting matrix example that could usefully be placed on the WL website alongside Terms of Reference so that Members could see the timelines.**

**ELIGIBILITY WORKING GROUP SCHEDULE OF TIMELINES 3 June – 18 October 2020  
Athlete Eligibility Policy – as at 3 June 2020 – Fiona Clark – v2 Updated 14 June FC**

**Legend – TG/Travis Gillespie; KN/Keith Nyberg; RM/Rob McCutchan; FC/Fiona Clark; EWG/Eligibility Working Group; (grey shading actions complete)**

<b>Timeline</b>	<b>Action item</b>	<b>Who</b>	<b>Comments</b>	<b>Outcome</b>
Wednesday 3 June	Advise Legal Counsel of timelines	FC to RM	Email with cc to TG & KN, advising of timelines	Sent
Wednesday 3 June	Request Eligibility as topic for WL Webinar	FC to EP	Email, with cc to TG & KN, requesting an August – September date	Sent
Friday 5 June	Send Draft Policy for review	FC, TG, KN	Policy to EWG CF members & Legal Counsel	Sent
Sunday 7 June	Advise WL President of timelines	FC	Confirm agenda item for 7 July Board meeting with timelines schedule	Confirmed
Friday 12 June	Receive feedback	EWG, RM	Requested earlier feedback if possible	Feedback received
Sunday 14 June	Zoom meeting	TG, KN, FC	Finalise Policy further to feedback	
Week of 15 June	Send final draft Policy to EWG & WL Board	TG/FC	Exact date dependant on feedback received/recommendations for change. For feedback week of 29 June	
Week of 29 June	Deadline for feedback	WL Board	EWG zoom meeting shall be determined by when above feedback received	
Week of 29 June	Zoom meeting	EWG/TG/KN/FC	Draft proposal Final Policy further to Board feedback	
Week of 29 June	Send reviewed final draft Policy to WL Board	FC	For agenda item 7 July WL Board meeting	
Tuesday 7 July	WL Board Meeting	WL Board/FC	For discussion and recommendation for circulation to Members	
Wednesday 8 July	Send Board outcome to EWG	FC/TG	For advising, webinar news and thank you	
Wednesday 19 August	Agenda Papers to be circulated to Members	WL to Members	Deadline for final notice of confirmed Papers to be circulated to Members	