

Terms of Reference

Queensland Representative School Sport Board (QRSS-B)

Purpose

The Queensland Representative School Sport Board (QRSS-B) has been established by the Department of Education (DoE) as the governing body to lead the strategic development and administration of the Queensland Representative School Sport (QRSS) program.

Guiding principles



Performance-based outcomes

Create safe, affordable and equitable representative school sport pathways with an unrelenting focus on excellence, engagement and wellbeing for staff and students. Monitor the performance, efficiency and effectiveness of the representative school sport program



Evidence-based

Provide evidence based strategic direction and ensure alignment of decision-making processes across the statewide program.



Fit-for-purpose

Provide inclusive and equitable opportunities and access for all Queensland students at all levels of representative school sport, being responsive to community needs and departmental priorities.



Trust and transparency

Through clear and transparent governance arrangements, make impartial and ethical decisions that uphold human rights, promote confidence, demonstrate accountability, and withstand legal and public scrutiny of the representative school sport program.



Risk-based

Make decisions for representative school sport that balance opportunity and risk to achieve the strategic priorities and objectives for Queensland Representative School Sport.

Responsibilities

- provide strategic direction and ensure statewide alignment of the QRSS program;
- lead and oversee the development, administration, operation, implementation and ongoing review of the QRSS program;
- make key investment decisions and ensure that all program operations and financial activities comply with relevant departmental policies and procedures;
- endorse, approve and direct all activities of the Queensland Representative School Sport – Regional Committees (QRSS-RC);
- endorse expenditure of funds and other financial activities of the QRSS-RC;
- endorse, approve and direct all activities of the Queensland Representative School Sport – Management Committee (QRSS-MC);
- identify opportunities to develop partnerships that leverage expertise and strengthen pathways for students and staff in the QRSS program;
- create inclusive and equitable opportunities for students at all levels of representative school sport;
- represent QRSS at a national level;
- consider human rights in all actions and decision making.



Membership

Information about the QRSS-B selection processes can be found in the QRSS Business Practices Handbook – *Selection of Board members*.

Role	Position	Division/organisation
Chair:	Assistant Director-General	State Schools, Operations
Members:	Regional Director or delegate	Rotating representative**
	Chair, QRSS-MC	QRSS-MC
	Executive member, QRSS-SE	QRSS-SE**
	Executive member, QRSS-RC	QRSS-RC**
	Executive member, QRSS-DC	QRSS-DC**
	Director, QSS	State Schools – Operations, DoE
	Manager, QRSS	State Schools – Operations, DoE
	Queensland Representative School Sport Officer (QRSSO)	QRSSO, rotating regional representation**
	Inclusion Advisory representative	Rotating representation**
	Queensland Catholic Education Commission representative	Queensland Catholic Education Commission
	Independent Schools Queensland representative	Independent Schools Queensland
	Executive Director, Sport and Recreation	Department of Tourism, Innovation and Sport
	Parent representative	P&Cs Queensland
Guests	Invited and presenting guests as determined by the Chair	Various: e.g. DoE, Queensland Health
Secretariat	QRSSO	Rotating representation*



Committee operations

The Queensland Representative School Sport - Board is a decision-making body. All board decisions are underpinned by legislation, policies and procedures applicable to the Department of Education.

Parent entity

The parent entity is the Department of Education Executive Leadership Team (ELT)

Subordinate groups

QRSS – Management Committee
QRSS – Regional Committees
QRSS – Implementation Working Groups
QRSS – Sport Executives
QRSS – Regional Sub-Committees
QRSS District Committees

Reporting and referral relationships

The Board is responsible for the two-year appointment of the Queensland representative on the School Sport Australia Board which oversees the national school sport competitions and School Sport Australia's participation in international events. The Queensland representative on the School Sport Australia Board will provide a report at each Board meeting.

The Queensland representative on the National Representative School Sport Committee (NRSSC) will provide a report at each Board meeting.

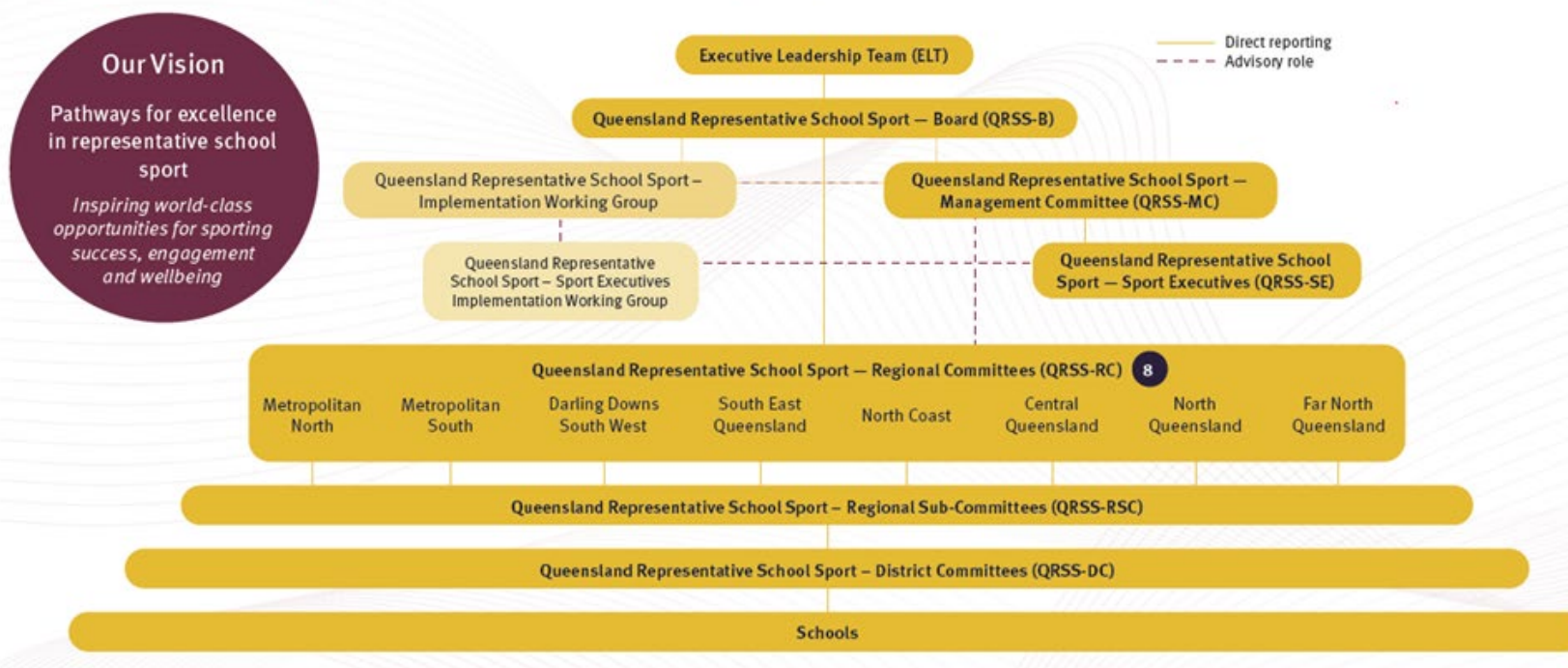
Meeting frequency

The Queensland Representative School Sport – Board meets its responsibilities through regular meetings and specific purpose meetings focussed on strategic direction, performance and governance accountability.

The Queensland Representative School Sport - Board will meet in accordance with the annual activity plan [*template available [here](#)*], at least once each school term, or as determined by the Chair.



Queensland Representative School Sport governance model



Our Vision
 Pathways for excellence in representative school sport
Inspiring world-class opportunities for sporting success, engagement and wellbeing

Naming Conventions and Acronyms

Name	Acronym
Queensland Representative School Sport	QRSS
Queensland Representative School Sport – Board	QRSS-B
Queensland Representative School Sport – Management Committee	QRSS-MC
Queensland Representative School Sport – Sport Executive	QRSS-SE
Queensland Representative School Sport – Regional Committee	QRSS-RC
Queensland Representative School Sport – Regional Sub-Committee	QRSS-RSC
Queensland Representative School Sport – Districts	QRSS-D
Queensland Representative School Sport Officer	QRSSO

Reporting and referral relationships

The Queensland Representative School Sport - Board through the Chair, prepares and submits the following to the ELT:

- Annual Implementation Plan, with a culminating Annual Report 12 months later.
- Annual Budget, with a culminating budget review 12 months later.

All reports are endorsed by the ADG prior to submission to the ELT.

Regular reports to this Regional Committee include:

- QRSS – Regional Committee (QRSS-RC) and QRSS – Management Committee (MC) Action Plans are prepared and submitted, with a culminating Annual Report 12 months later.
- QRSS-RC and QRSS – MC budgets and other planned financial expenditure.

Version: 1.0	CM reference: 22/236690
Date of approval	XX/XX/2023

