

## Terms of Reference

### Queensland Representative School Sport – Softball Executive (QRSS-SE)

#### Purpose

The Queensland Representative School Sport -Sport Executive (QRSS-SE) strategically leads, fosters and develops representative sport pathways within the Queensland Representative School Sport (QRSS) program.

#### Guiding principles



##### **Performance-based outcomes**

Enable 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 10-19 years Softball program within Queensland Representative School Sport.



##### **Evidence-based**

Provide evidence based strategic direction and ensure alignment of all decision making processes across the 10-19 years Softball program and to the statewide QRSS program.



##### **Fit-for-purpose**

Promote inclusive and equitable opportunities and access for all students in the 10-19 years Softball program 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 across the 10-19 years Softball program that uphold human rights, promote confidence, demonstrate accountability, and withstand legal and public scrutiny.



##### **Risk-based**

Make decisions for the 10-19 years Softball program that balance opportunity and risk to achieve the strategic priorities and objectives for Queensland Representative School Sport.

## Responsibilities

The 10-19 years Softball QRSS-SE will:

- provide strategic direction and ensure state-wide alignment to the QRSS program within Softball;
- exercise the general control and management of operational matters of the Queensland Representative School Sport (QRSS) program specific to Softball, ensuring all Department policies, procedures and directives are adhered to;
- seek annual approval for budgeted and planned expenditure of funds and other major financial activities from Queensland Representative School Sport – Management Committee (QRSS-MC) in line with departmental policy and processes;
- manage operational risks and issues, and escalate issues to the QRSS-MC or delegated authority as appropriate;
- develop, apply and regularly review competition and management procedures required for Softball at all levels of representative school sport;
- provide equitable and inclusive opportunities for students to participate in Softball at all levels of representative school sport;
- identify and seek opportunities and develop partnerships that leverage expertise and strengthen pathways for students participating in Softball;
- establish approved working groups as required to operationalise events and projects as part of Softball;
- represent QRSS at national competitions and events where appropriate; and
- consider human rights in all actions and decision making.



## Membership

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

Role	Position	Division/organisation
<b>Chair</b>	Principal or Executive Officer (Stream 3)	Department of Education (DoE) or ISQ or QCEC
<b>Members</b>	Queensland Representative School Sport Officer 3 Sport representatives* ( <i>classified officer or teacher who has completed Management Foundations</i> )	Department of Education Department of Education or ISQ or QCEC
<b>Guests</b>	Invited and presenting guests as determined by the Chair	Various: e.g. DoE, Queensland Health, DTIS, local council etc.
<b>Secretariat</b>	2022 sport committee executive member	QRSS Sport working group

*All positions can be held for a period of 3 years.*  
*\*Sport Executive Chair to ensure equitable representation of primary, secondary and special schools where possible.*



## Committee operations

The Queensland Representative School Sport – Sport Executive is an advisory body. All committee decisions are underpinned by legislation, policies and procedures applicable to the Department of Education.

## Parent entity

The parent entity is the Queensland Representative School Sport - Management Committee (QRSS-MC).

## Subordinate groups

QRSS-Sport working groups as determined by the Sport Executive

## Associate groups

QRSS-Regional Committees  
QRSS-Regional Sub-committees

## Stakeholder groups

School Sport Australia  
National and State level sporting associations

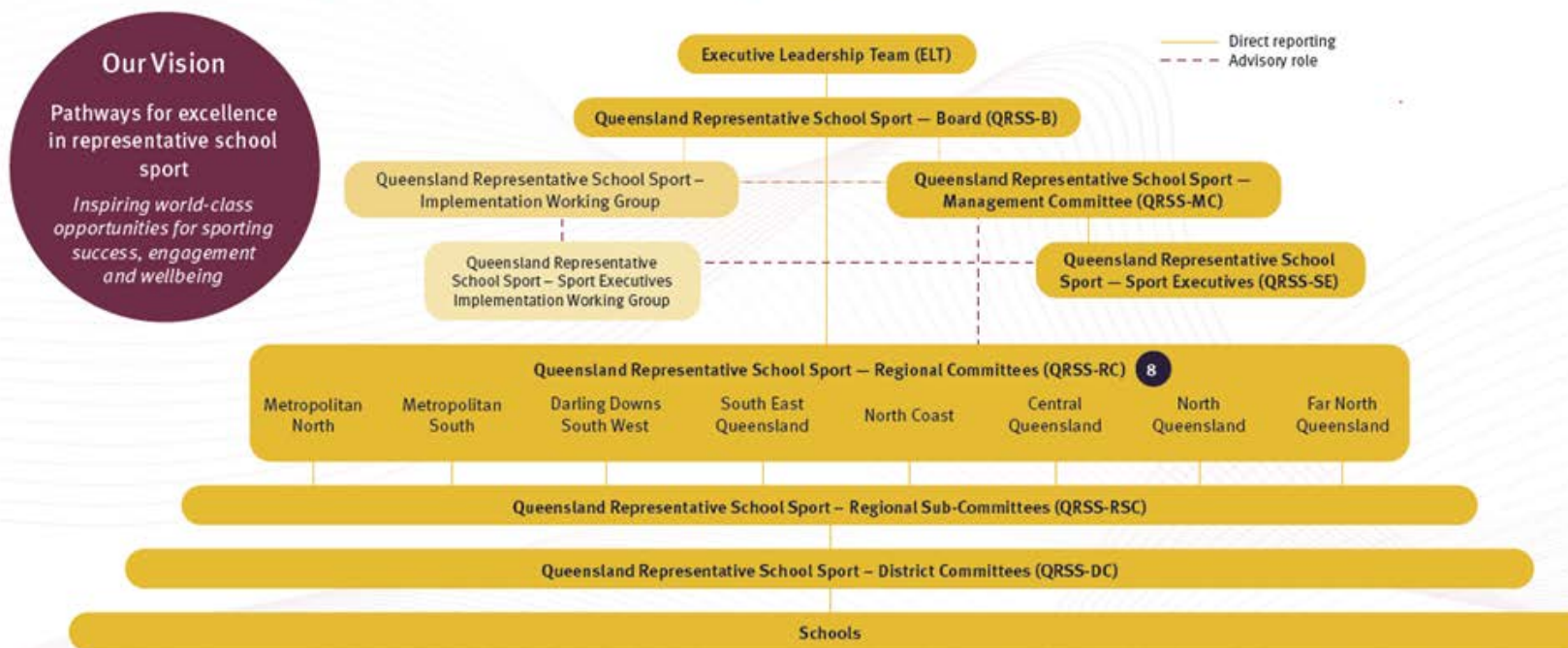
## Meeting frequency

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

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



## Queensland Representative School Sport governance model



### 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 – Sport Executive through the Chair, prepares and submits the following to the QRSS – Management Committee:

- Sport Executive Action 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 Sport Executive Chair prior to submission to the QRSS-Management Committee.

Regular reports to the Sport Executive from working groups include:

- Event budgets and other planned financial expenditure (if applicable).
- Annual participation, highlights and results information.

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