



**INTERNATIONAL
NETBALL
FEDERATION**

**Sustainability and Development Working Group
Terms of Reference**

The Sustainability and Development Working Group (S&DWG) is authorised by the INF Board of Directors to conduct its business in accordance with the Terms of Reference as set out below. The Board of Directors may review these at any time and, when appropriate, revise in accordance with the changing requirements of INF. The WG is advisory and will make recommendations to the INF Board to assist INF achieve its vision, values and strategic goals as outlined in the Strategic Plan, with respect to the empowerment of women and girls.

1. Composition and Membership:

- 1.1. The Working Group will consist of no fewer than four and no more than six members.
- 1.2. The Board will formally approve composition of the WG and appoint additional members to the WG or remove and replace members of the WG by resolution. Members may withdraw from membership by written notification to the Board.
- 1.3. The Working Group will consist of:
 - 1.3.1. at least one Director and the CEO or appointee from the INF Secretariat;
 - 1.3.2. If deemed necessary by the Board, three or more individuals who are not directors or management, with relevant expertise to assist the panel to fulfil its functions.
- 1.4. The Chair of the WG shall be a Director and be appointed by the Board.

2. Responsibilities

- 2.1. The responsibility of the Working Group is to help the Board carry out its due diligence function related to ensuring the promotion of the empowerment of women and girls, through philanthropy and fund development by:
 - 2.1.1. Defining a fundraising and sustainability vision, mission and strategy
 - 2.1.2. Developing philanthropic opportunities for the INF
 - 2.1.3. Engaging a fund-raising expert to drive the process of raising funds from individuals and grant-making organisations.
 - 2.1.4. Creating or adopting empowerment opportunities for women and girls
 - 2.1.5. Developing / using empowerment schemes - providing a pathway for women and their communities to achieve better lives.
 - 2.1.6. Creating a stakeholder engagement plan for INF, to enable the Federation to create mutually beneficial partnerships with global organisations with common objectives for the empowerment of women and girls.

3. Operating & Reporting Procedure

- 3.1. The Working Group will be required to operate according to the procedure agreed by the WG at the start of their term of office and approved by the Board.
- 3.2. The WG will report to the Board at each Board meeting and as requested by the Board.
- 3.3. Discussions and decisions taken by the WG must happen in a transparent and efficient way via the appropriate means of communication in accordance with any deadlines set by the Board.
- 3.4. Any decisions circulated by email require a 50% majority support from all WG members with the Chair, where necessary, having the casting vote.
- 3.5. Any decisions at WG meetings will require a 50% majority of all those WG members present with the Chair, where necessary, having the casting vote.
- 3.6. Non response within the required timeframe to a request for a decision will be regarded as support for the decision.

4. Meetings

- 4.1. The working group will hold at least two meetings a year. The WG may hold any additional meetings as it decides are necessary to fulfil its duties. If appropriate these may be conducted electronically by teleconference or by videoconference.
- 4.2. The CEO or a representative of the Secretariat may be present at any meeting.
- 4.3. Meeting agendas will be prepared by the Chair in conjunction with the CEO and circulated to all members of the WG no later than a week before the meeting.
- 4.4. Minutes will be taken by the CEO or nominated person attending the meeting, which may include a member of the WG.
- 4.5. Minutes of all meetings will be circulated to the Board and WG members.
- 4.6. A quorum of a minimum of 50% of the WG shall be required for all meetings
- 4.7. In the absence of the Chair, he/she will appoint a Deputy.

5. Budget and spending authority

- 5.1. Meeting expenses will be covered in accordance with INF's expenses policy
- 5.2. Any other expenses must be approved through the CEO in accordance with INF's financial policy and budgets.

6. Assessment and Evaluation of the Working Group's Performance

- 6.1. The Working Group will, at least once in each financial year:
 - 6.1.1. Have its performance assessed in the method prescribed by the Board and having regard to the requirements of this Term of Reference; and
 - 6.1.2. Determine the goals and objectives of the WG for the forthcoming year and review the Terms of Reference in light of any modification to the WG's goals and objectives.