NSW Touch Football Limited

Affiliate Advisory Panel Charter

June 2026
Version 1.1

DOCUMENT CONTROL INFORMATION

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DOCUMENT VERSION HISTORY

Version	Date	Author	Description of changes
1.0	April 2026	CEO	Original document creation
1.1	June 2026	CEO	5. Membership

DOCUMENT REVIEW AND SIGN OFF REQUIREMENTS

Name	Role	Review Required?	Endorsement Required?
Elevate Governance Pty Ltd	Governance Consultant	Yes	No
Directors	NSW Touch Football Board	Yes	Yes

1. BACKGROUND

(a) NSW Touch Football Limited (**NSWTF**) is a State Sporting Organisation (**SSO**) and a member of Touch Football Australia Limited.

(b) The Board of NSWTF has established an Affiliate Advisory Panel (the **Panel**) pursuant to clause 21 of the NSWTF Constitution.

(c) The Panel supports the Chief Executive Officer (CEO) by representing the views of NSWTF Affiliates, providing advice and recommendations to the CEO and Board, and responding to requests from the Board and/or CEO.

(d) This Charter sets out the Panel's role, scope, responsibilities and operating principles.

2. OBJECTIVES AND PURPOSE

The purpose of the Panel is to advise and assist the CEO and Board in the performance of their responsibilities, including by:

(a) representing the views of Affiliate members to the CEO and Board;

(b) providing insight into the operating environments of Affiliate members, recognising differences in size, location, competitive environment, and other relevant factors;

(c) advocating for the interests of Affiliate members, individually and collectively, including in relation to facility development and government engagement;

(d) considering and making recommendations on operating models for current and future Affiliate competitions;

(e) contributing to the development of policies and programs that promote best-practice governance and operational behaviours across Affiliate members;

(f) contributing to competition, participation and growth strategies and policies for NSWTF;

(g) supporting the development of the volunteer workforce, including coaches, referees, selectors and administrators;

(h) fostering a collaborative, innovative and transparent environment across the Affiliate members;

(i) supporting transparent and accountable communication with Members and other stakeholders; and

(j) promoting a strong organisational culture founded on integrity, ethical conduct and continuous improvement.

The Panel operates in a strategic and advisory capacity and provides advice to the CEO and Board.

3. THE ROLE OF THE PANEL

The Panel is advisory in nature and has no operational role.

The Panel, including its individual members, has authority only where expressly delegated by the CEO and Board from time to time, including where such delegation is made by the Board via the CEO. The Panel is not permitted to enter into any contracts or agreements on behalf of NSWTF.

The Panel is important and valued but provides non-binding advice and recommendations only and does not have decision-making authority.

4. EXTERNAL ADVICE

The Panel may recommend the engagement of independent external advisers where required, for consideration and approval by the CEO.

Any actual, potential, or perceived conflicts of interest relating to external advice must be declared and managed in accordance with NSWTF policies.

5. MEMBERSHIP

5.1 Composition

(a) The Panel will comprise of a minimum of 7 members and will include, to the extent practicable:

i) at least one (1) Director of NSWTF.
ii) representation from Tier 1 (100+ teams pa) Affiliates, Tier 2 (50-99 teams pa) Affiliates and Tier 3 (<50 teams pa) Affiliates.
iii) representation of Affiliate members located both within and more than 100 km from the Sydney CBD.

(b) Staff of NSWTF, including the CEO, are not members of the Panel.

(c) In appointing members, consideration will be given to achieving diversity of background, skills, experience, and perspective.

(d) The Board may appoint suitably skilled independent members who are not Directors to strengthen the capability of the Panel. Independent members are not required to be members of NSWTF.

(e) Expressions of Interest for Panel membership will be called for as required. Affiliate representatives must be financial members of NSWTF and endorsed by the Executive of the relevant Affiliate.

(f) The final composition of the Panel is determined by the Board.

(g) Where one or more resignations or the re-tiering of Affiliates results in the Panel no longer meeting the composition requirements outlined in this Charter, the CEO will, as soon as practicable, either:

i) call for an Expression of Interest; and/or
ii) directly approach suitably qualified candidates, including on the recommendation of the CEO and/or the Board.

Notwithstanding this clause, meetings of the Panel may proceed during this period, provided that reasonable steps have been taken to address the vacancy and restore compliance with this Charter.

5.2 Terms

(a) Director members may serve on the Panel for the duration of their directorship.

(b) Non-Director members are appointed for a term of up to two (2) years and are eligible for reappointment.

5.3 Convenor

(a) The Panel Convenor is the CEO of NSWTF or their delegate from within the staff of NSWTF.

(b) The Convenor will develop the agenda in consultation with Panel members and have regard to matters raised by Affiliates. The Panel Convenor is responsible for distributing papers, recording minutes, and facilitating

communication.

(c) The Panel Convenor leads discussions and is responsible for reporting all Panel deliberations.

(d) The CEO is responsible for ensuring that all meeting minutes, including any recommendations or questions raised by the Panel, are conveyed to the Board.

6. PROCEEDINGS

6.1 Meetings

(a) Meetings will be held at least four (4) times per year, aligned with key reporting and compliance cycles.

(b) Special meetings may be convened by any Panel member or the Convenor.

(c) Meeting attendees may include:

(i) Directors of NSWTF;

(ii) staff of NSWTF; and

(iii) external participants, by invitation of the Convenor, as required and on an ad hoc basis.

6.2 Quorum

(a) A quorum consists of four (4) Panel members.

(b) Participation may occur via teleconference, videoconference, or other approved remote technology

6.3 Minutes and Resolutions

(a) Draft minutes will be prepared by the Convenor and circulated to Panel members within one (1) week of the meeting. Written resolutions may be passed by unanimous agreement of all Panel members in lieu of a meeting.

(b) Finalised meeting minutes and any resolutions will be provided to the Board for review, consideration and response.

7. CHARTER REVIEW

(a) This Charter will be reviewed by the Board on a biennial basis. The CEO is responsible for the ongoing monitoring of this Charter and recommending updates to the Board as required.