

USA Cricket Women's Cricket Committee

Terms of Reference

1. Purpose

The purpose of the Women's Cricket Committee is to provide strategic advice, oversight, and recommendations regarding growing female involvement at all levels of the sport and achieving a more equitable gender balance and engagement across all aspects of the game; and improving the performance of women's senior and youth national teams.

2. Objectives

Oversee the development and implementation of:

- a plan (that is aligned to our Strategy) to grow female involvement at all levels of the sport;
- strategies and initiatives that harness the popularity of women's sport to increase the levels of participation of women and girls across the country;
- policies and procedures to protect player welfare, promote diversity and inclusion, conduct tournaments, select athletes, appoint coaching staff and selection panels
- a long-term High-Performance Plan
- competitive USA Cricket national teams in all ICC events and bilateral matches;
- appropriate structures and a contracting model to retain national team players;
- a sanctioning policy for women's domestic cricket;
- the international and domestic calendar;
- staging competitive zonal and national tournaments for women and girls;
- player pathways and structures;
- domestic league structures and nationwide domestic program

In furtherance of its objectives, the committee shall be authorized to:

- a. conduct such investigations into and/or review all relevant matters that it either deems appropriate or is otherwise requested to do pursuant to specific instruction by the Board within the scope identified above;
- b. monitor and oversee the implementation of all activities, initiatives, strategies and plans within the scope identified above;
- c. consult and meet with members of USAC staff, consultants and service providers, or seek information in such form as it may require, from any of them in respect of matters arising within the scope identified above;

- d. utilize such other members of the USAC management team (or other stakeholders within the sport of cricket) to assist the committee as may be appropriate from time to time;
- e. request other third-party advisers to attend, present and speak at committee meetings from time to time; and
- f. make appropriate recommendations to the USA Cricket Board in relation to the committee's activities from time to time.

3. Membership

- The committee shall be appointed in accordance with the USA Cricket Constitution.
- The committee will comprise members with relevant expertise and experience in cricket.

4. Chairperson's Role

- Facilitate meetings and ensure the committee adheres to its responsibilities.
- Act as the liaison between the committee and the USA Cricket Board.
- Report on the committee's recommendations and progress.
- Lead discussions and ensure all members contribute to decision-making.

5. Meetings

- The committee shall meet at least once a month, or as required, and must be given at least 48 hours' meeting notice.
- The Chairperson may convene emergency meetings to address urgent matters and may do so under the 48-hour meeting notice requirement.
- Meetings may be held in person or via teleconferencing.
- A quorum for meetings will consist of a majority of the committee members.

6. Record of Minutes

- **Documentation:** Accurate minutes of all meetings shall be recorded, detailing decisions and action items.
- **Approval:** Minutes shall be reviewed and approved by the committee at the subsequent meeting.
- **Storage:** Approved minutes shall be filed and stored securely, accessible only to authorized USA Cricket individuals.
- **Distribution:** Copies of the approved minutes will be distributed to committee members and the Board of Directors as appropriate.

7. Decision-Making Process

- Decisions shall be made by majority vote, with each member having one vote.
- In the event of a tie, the Chairperson shall have the casting vote.

- Recommendations on key strategic matters from the committee shall be presented to the Board for approval.

8. Reporting

- The committee will submit regular reports to the Board, summarizing progress, challenges, and key recommendations.
- All key strategic decisions or major policy changes must be approved by the Board.

9. Confidentiality

All discussions and deliberations of the committee are to be treated as confidential unless otherwise stated. Members must ensure that sensitive information is not disclosed outside of the committee.

11. Creation and Maintenance of ToR

The Terms of Reference (ToR) for the committee is created and maintained by the committee itself. Any changes or updates to the ToR must be reviewed and approved by the Board to ensure alignment with the organization's overall goals and governance framework.

12. Amendments

The committee may review the Terms of Reference periodically to ensure they remain relevant and fit for purpose. Any amendments will be subject to approval by the Board.