

ASPA Partnerships Committee
Terms of Reference (updated) – 26/04/22

1. Purpose

The purpose of the Partnerships Committee is to increase the awareness and impact of ASPA through the formation and maintenance of partners (as defined in the ASPA Partnership and Sponsorship Policy document) for the sharing of resources and mutual benefits in the promotion of physical activity across the Asia-Pacific region.

2. ASPA Principles

Participation and respect - All opinions and ideas of committee members will be heard and all members will be treated with respect.

Focus on the 'greater good' - While guided by their research context and perspective the committee leadership team will focus upon the broad goal of creating the positive outcome of enhanced partner relationships in the Asia-Pacific region.

Evidence-informed - Where possible committee recommendations will be supported by, and contribute to, evidence related to effective physical activity policies, processes and outcomes.

Alignment – Planned activities will align with ASPA policies.

Equity, Inclusivity, and Diversity – Some populations and geographical regions face greater barriers to participation in ASPA. The committee will apply an equity and inclusion lens across all processes to ensure broad participation and promotion across the Asia-Pacific region.

3. Objectives and general purpose

The objectives of the ASPA Partnerships Committee are to:

- Lead the establishment and management of partner relationships
- Support the ASPA executive in applying its Partnership and Sponsorship policy

The general purpose of the ASPA Partnerships Committee is to:

- Identify and promote ASPA to potential partners (individuals or organisations) in accordance with the ASPA Partnership and Sponsorship policy
- Serve as ASPA's representative within meetings/discussion with current and prospective partners
- Provide advice and recommendations to the ASPA executive on the implementation of ASPA's partnership and sponsorship policy (e.g. initial review of requests to sponsor or work in partnership with ASPA)

4. Relationship to other committees

The Partnerships Committee connects directly to the Executive Committee via its Chair/s, and will work collaboratively with other ASPA committees to achieve its purpose. It will be the responsibility of other ASPA committees to bring relevant information which they would like to receive input/guidance from the Partnership committee.

5. Committee composition, terms of office, and recruitment

The Partnerships Committee shall consist of:

- A Chair and Co- or Deputy Chair, at least one of which will be a member of the ASPA EC
- Chairs will be appointed for a maximum 4-year term (with potential for renewal if no ASPA member nominates for the role)
- Only current Partnerships committee members will be eligible to become Co- or Deputy Chair
- Outgoing Partnerships Committee chairs may be given the option of remaining involved on the Committee
- New Chairs will be elected via vote by the Partnerships committee
- New committee members will be recruited via a call for Expressions of Interest (EOI) distributed to members and other social media channels via email. EOI should include a brief (one paragraph) biography. New members will be appointed via consensus of the Partnership committee or by consensus of the EC if required. In cases where there are more nominees than positions, a confidential ballot will finalise appointments. All committee members must be a member of ASPA to be eligible to be involved in the committee.
- A minimum of four and a maximum of 10 Partnerships Committee members will be identified in addition to the Committee Co-/Deputy Chairs
- Terms of committee members shall be between 2-4 years, with a preference for members to step down after this period. If no new nominees are received, previous members can nominate to extend their position

- Committee membership will include representatives from research, policy and practice across the Asia-Pacific region, all of whom will be full ASPA members
- Committee membership will include a mix of experience levels, in order to facilitate building capacity among less experienced members
- Contributions of Partnerships Committee members who have served terms for a minimum of one year should be recognized at the end of their term by an email from the ASPA President acknowledging their contribution

6. Communication

The Partnerships Committee will meet via tele-/video-conference at least three times per year, and at other times as required.

The Chair/Co-Chair of the Partnerships Committee (or their delegate) will provide the ASPA EC with a written update of committee activities prior to the monthly Executive Committee meeting, and/or a verbal update at each Executive Committee meeting.

7. Planning and reporting

At the beginning of each calendar year, the Partnerships Committee will present a 12-month plan to the EC for approval, that details the intended actions, timeline, budget and outcomes of the committee. The progress/outcomes relating to the plan will be presented to the EC four weeks prior to being presented at the annual ASPA AGM.

Related documents

ASPA Partnership and Sponsorship Policy