

Committee Policy

Updated November 2015



Principle

The committee adopts as its guiding principle a governing rather than managing approach to its stewardship of the club. It will maintain a focus on 'ends' rather than day to day management. The latter being the responsibility of the development manager.

Authority

The committee is the legal authority of the club and represents the legal interests and purpose as determined by the club's constitution. As such the committee entrusts that the club is soundly managed for the benefit of its members.

Planning

The committee will set an annual plan and set the direction the club will take. The committee will be responsible of setting club policy and ensuring this policy is kept current.

Requirements for committee membership

The committee will work for the greater good of the club.

Committee members will bring knowledge and expertise, influence and provide leadership relevant to the club's affairs.

Committee members will take the lead in volunteering and supporting the organising and marshalling the club's events and other activities required to assist the club reach its goals and objectives. The committee will be the backup for the development manager in case of illness or other incapacity.

Conflicts of interest

Committee members will be conscious of any areas of conflict that may arise between their personal and business interests and club interests that may influence or bias judgement when reaching a decision. At the first meeting after the Annual General Meeting the conflicts of interests register will be updated. Committee members will declare conflicts at committee meetings. Depending on the nature and degree of the conflict the President will decide if the conflict is just recorded in the minutes, or if the committee members should take part in the deliberation or voting on the matter. If the President has a conflict of interest the secretary will decide if s/he should take part in the deliberation or voting.

Any committee member, (or club member or employee) who provides services to the club for remuneration shall place a quote for those services prior to other service providers. The President shall decide who the successful service provider will be.

Meeting Process

Meetings will be based on a pre-prepared agenda which should be focussed on the committee's governing role. The club's development manager is expected to attend all meetings. The committee from time to time may meet without the development manager present; such occasions as but not limited to, in the annual review of the development manager's performance and setting contract expectations.

The committee will not unreasonably refuse the right of a club member to present to the committee. Email committee meeting are permissible. Minutes will be kept of all committee meetings.

Sub committees

The committee may decide from time to time to establish a sub-committee to make recommendations to the full committee.

Committee / Development Manager Relationship

The committee recognises that the day to day running of the club's affairs is the responsibility of the development manager. The committee manages the development manager by:

- Setting expectations through a clear job description and through the contractual relationship,
- Setting annual goals and confirming them in an annual plan and annual portfolio of events,
- Receiving reports at each committee meeting,
- The annual performance review process,
- The annual member satisfaction survey, and
- The club's policies.