# Committee Charter

Note: The purpose of a committee charter is to clearly define the respective roles, responsibilities, and authorities of Committee members in setting the direction, the management and the control of the club.

Although each Committee charter will be different, this template is suggestive of the sorts of matters that may be included but should not be seen as required or exhaustive. Before adopting, this charter should be reviewed in line with a club’s constitution, rules and statements and amended accordingly.

1. **Purpose of Charter**
   1. The Committee Charter sets out the role, composition, and responsibilities of the Committee of (Insert Club).
   2. The conduct of the Committee is also governed by the Constitution/rules of (Insert Club), a copy of which is located at (Insert).

A number of operational matters relating to the Committee such as number of meetings per year, notification of interests, and election of members are governed by the Constitution/rules and are not reproduced here.

1. **Purpose of the Committee**
   1. The Committee has two overarching purposes, performance and compliance:

**PERFORMANCE: assist the club to perform to its best potential**

**Strategy and policy**

* Approve vision and purpose and ensure it is embedded into the club’s operations.
* Approve strategic plan and monitor performance regularly.
* Ensure all appropriate policies are in place, current and reviewed regularly.

**Accountability**

* Manage the overall performance of the club through effective decision-making, delegation and performance of duties.
* Manage annual committee evaluation and succession planning.
* Manage member and stakeholder engagement and reporting.

**Public Relations**

* Represent and participate.
* Keep members and stakeholders informed.
* Project a strong and positive image.
* Promote the vision.
* Facilitate cohesion.
* Protect the interests of members and stakeholders.
* Speak with one voice regarding committee decisions.

**Risk Management**

* Ensure an up-to-date and effective risk profile and management strategy is in place and reviewed regularly.
* Monitor and mitigate principal risks.

**COMPLIANCE: conform with or exceed all legal requirements**

**Legal**

* Monitor constitution/rules to ensure it remains current.
* Comply with Code of Conduct and act dutifully in performing roles and responsibilities.
* Comply with all laws in performing roles and responsibilities.
* Monitor and manage insurance requirements.

**Accountability**

* Monitor and manage financial responsibilities.
* Comply with statutory reporting requirements.
  1. The Committee, while meeting its responsibilities, is mindful of the club’s purpose and vision and the objects of the club as embodied in its Constitution.

1. **Roles and Responsibilities**
   1. The Committee has delegated authority for the operations and administration of the club.
   2. The functions of the Committee are to:
      1. Provide effective leadership in:
      * Articulating the club’s values, vision, purpose and strategies.
      * Developing strategic plans, priorities and objectives.
      * Developing and maintaining a club structure to support the achievement of agreed strategic objectives.
      1. Review and agree the strategic (and operational) plans and annual budget.
      2. Monitor the achievement of the strategic plan and annual budget outcomes.
      3. Establish appropriate and effective policies and procedures for members and the club.
      4. Ensure all legal compliance obligations and functions are effectively performed.
      5. Initiate a committee self-evaluation and succession planning program to assure the committee is comprised of individuals who are able to meet their duties and responsibilities most effectively.
      6. Ensure that all significant systems and procedures are in place for the club to run effectively, efficiently, and meet all legal and contractual requirements.
      7. Ensure that all significant risks are adequately considered and accounted for through appropriate controls and processes.
      8. Ensure that club has appropriate sports governance structures in place.
2. **Membership and Term**
   1. The Constitution/rules provides for a maximum of (Insert) members and a minimum of (Insert) members (so that a quorum can be formed to transact business at meetings).
   2. Members are free from any interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the member’s ability to act in the best interests of the club.
   3. Membership of the Committee shall be publicly disclosed including within the Annual Report.
   4. In accordance with the Constitution/rules, each member may serve a maximum term limit of (Insert) years on the Committee.
3. **Committee Culture**
   1. The Committee actively seeks to have a culture which is characterised by equality and a willingness to challenge.
      1. Agendas
      * The agendas of Committee meetings limit presentation time and maximise discussion time.
      * There are lots of opportunities for informal interactions among Committee members.
      1. Norms
      * Committee members are honest yet constructive.
      * Members are ready to ask questions and willing to challenge leadership.
      * Members actively seek out other members’ views and contributions.
      * Members spend appropriate time on important issues.
      1. Beliefs
      * “If I don’t actively participate, I won’t be fulfilling my responsibility.”
      * “I’ll earn the respect of fellow Committee members by making valuable contributions and taking responsibility for what I do.”
      * “If I can’t carry my load, or if I can’t agree with what’s going on, I should resign.”
      1. Values
      * The Committee serves its members by putting their interests first.
      * The Committee is responsible to all members and its stakeholders.
      * Committee members are personally accountable for what goes on at the club.
      * The Committee is responsible for maintaining the club’s stature in the community.
      * Committee members respect each other.
4. **Reporting**
   1. Proceedings of all meetings are minuted and signed by the President of the meeting.
   2. Minutes of all Committee meetings are circulated to members and approved by the Committee at the subsequent meeting.
5. **Review of Charter**
   1. The Committee will review this charter annually to ensure it remains consistent with the Committee’s objectives and responsibilities.
6. **Publication of the Charter**
   1. Key features of the charter are to be outlined in the club Annual Report and online.