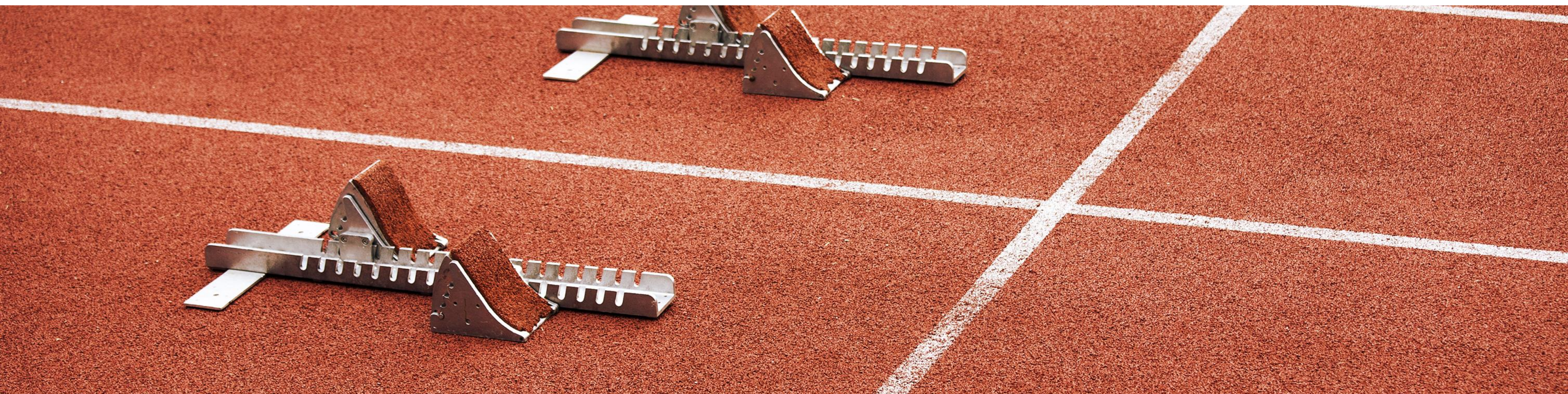


Club Development

Webinar Series

#5 Committee Basics



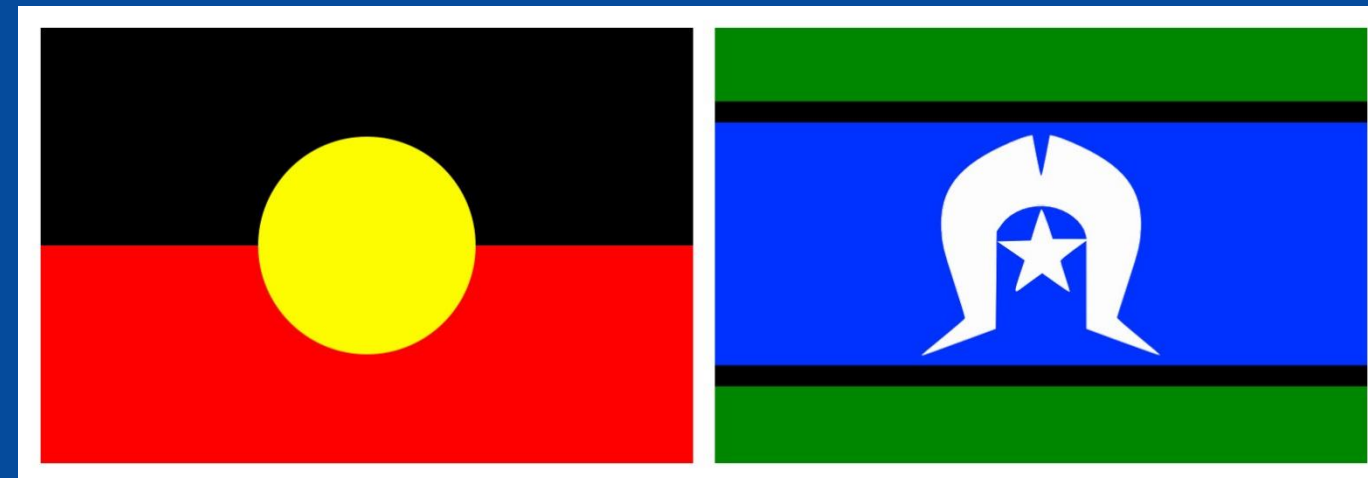
Sports Central

sportscentral.org.au



Sports Central acknowledge the Traditional Custodians of the land we live and work on, the Wadawurrung and Dja Dja Wurrung People, and recognise their continuing connection to the land and waterways.

We pay our respects to their Elders past, present and emerging and extend this to all Aboriginal and Torres Strait Islander People.



About Sports Central



Who We Are

Sports Central is the Regional Sports Assembly for the Central Highlands. We deliver a range of programs and services to our members and the wider community to support sport and active recreation in all its forms.

Community Impact Focus

Strong and Inclusive Clubs, Leagues and Facilities Pillar	Active and Healthy Communities Pillar
<p>Development and Support</p> <p>Local sport and active recreation organisations are stronger and more sustainable</p>	<p>Participation</p> <p>The local community is healthier and more active through participation in sport and active recreation</p>
<p>Welcoming and Inclusive</p> <p>Local sport and active recreation organisations offer more environments and programs where everyone in the community is welcome and supported to participate</p>	<p>Healthy and Safe Communities</p> <p>Local sport and active recreation organisations promote healthier and safer programs and environments for their communities</p>

Agenda



1. Committee Terms Glossary
2. The Role of the Committee
3. Committee Roles Defined
4. **Guest Speaker** – Karen Monument,
East Point Football Netball Club
5. Governance Basics



Committee Terms Glossary

Governance Terms



- **Incorporated Association:** A legally registered club. The club must have at least five members and put all profits back into its activities.
- **Not-For-Profit:** Clubs that provide services to the community and do not operate to make a profit for its members. Not for profit clubs can make income, but all profits must go back into the services the club provides.



Governance Terms



- **Constitution:** A legal document that contains the fundamental principles according to which a club is governed. The constitution details the name, objects, methods of management and other conditions under which the club operates and outlines the reasons for its existence.
- **Model Rules:** A template set of rules that meet legal requirements for incorporated associations. Often adopted by clubs as their constitution.
- **Bylaws:** Bylaws are additional rules for a club, that exist in addition to the rules outlined in a constitution.

Governance Terms



- **Terms of Reference:** A document defining the purpose and structures of a committee, or group. Terms of Reference explain how the object in question will be defined, developed, and verified.
- **Office Bearers:** Individuals elected or appointed to boards or committees of clubs, who typically have higher levels of involvement and are responsible for the management of the club, such as the President, Vice-President, Secretary and Treasurer.
- **Subcommittee:** A collective of individuals assembled in isolation to the committee, who are to manage tasks on behalf of the committee. The subcommittee report to the club's committee.

Governance Terms

- **Strategic Plan:** A document outlining the focus and direction of a club over a long timeframe, usually 3-5 years.
- **Operational Plan:** A plan outlining the day-to-day operations of a club.



A photograph of a rowing team in a yellow boat on water. The rowers are wearing red and white life jackets and are positioned in a line, rowing the boat. The water is dark and rippled.

Governance Terms

- **State Sporting Association (SSA) & National Sporting Organisation/Association (NSO/A):** The state or national organisations recognised as the governing body for their sport.
- **Auspice:** To auspice means to provide support, sponsorship or guidance. The group or person requiring support is known as the auspicee and the entity (usually an incorporated organisation) that auspices the group or person is known as the auspisor.
- **Child Safe Standards:** A set of 11 standards that set out minimum requirements and outline the actions clubs must take to keep children and young people safe.



Governance Terms

- **Recess:** Recess occurs when an organisation becomes inactive or dissolves. Also commonly referred to as 'folding'.
- **Grant:** A sum of money given by an entity to another organisation to fund a project or activity. Grant money is not to be paid back, but there are traditionally strict guidelines regarding expenditure of the funds.

Committee Meeting Terms



- **Ordinary Meeting:** A meeting held on a regular basis to conduct business for which no special notice needs to be given. Most club meetings are ordinary meetings.
- **Special/Extraordinary Meeting:** A meeting that is outside the regular timetable. This meaning tends to be simply a term that is used for something out of the ordinary. It is usually called to discuss something important or unusual.
- **Annual General Meeting (AGM):** This is an annual meeting set out as a requirement with the club's constitution. An AGM will often have the reports of the major office bearers, consideration of the annual financial report, election of officers, setting of membership fees and changes to the constitution.

Committee Meeting Terms

- **Quorum:** The minimum number of members who must be present before the meeting can proceed or become valid. The club's constitution will define the quorum required for the different types of club meetings.
- **Chairperson:** The person who leads the meetings of an organisation. This role is often undertaken by the president.
- **Agenda:** A list of meeting activities in the order in which they are to be addressed.



Committee Meeting Terms



- **Meeting Minutes:** Notes that are recorded during a meeting. The minutes provide an accurate record of what transpired during the meeting. They highlight the key issues that are discussed, motions proposed or voted on, and activities to be undertaken.
- **Apology:** Notice given by a member that they cannot attend a meeting.
- **Proxy Vote:** A proxy vote is where a person who is entitled to vote at a meeting of the club gives permission for another person to attend, speak and vote on their behalf. The rules of the club will define if proxy voting is allowed and the notification procedures to be followed if it is.

Committee Meeting Terms



- **Motion:** All items of business requiring a decision that come before a meeting are initially raised or proposed as a motion. The rules of the club will often define how motions are to be presented to meetings. Subject to the club's rules motions may be verbal or written depending on the meeting and the circumstance.
- **Mover of a Motion:** The mover of a motion is the person who raises the issue formally requesting the meeting to consider the issue and then make a decision.
- **Secunder of a Motion:** Subject to the rules of the club most motions require somebody to "second" the motion. This means the person is committing their support for the motion and indicating they believe it warrants the consideration of the meeting. Without a seconder the motion lapses and is not discussed further.

Committee Meeting Terms

- **Motion Carried:** A declaration that the motion has been passed by majority voting in favour.
- **Resolution:** A motion, if passed by the meeting becomes a resolution. Effectively the meeting has resolved the matter being considered and the final decision outcome is called the resolution.



○ Role of the Committee

Roles and Responsibilities



- Elected according to the rules or constitution of the club.
- They run the club on behalf of the members.
- They plan strategically and implement measures to ensure the sustainable future of the club.
- Holds regular meetings to decide what the club wants to achieve and how to do so.
- The committee will consist of 'office-bearers' and general committee members.

Key Duties



- Comply with legislation.
- Ensure the club is run according to its rules, constitution, policies and procedures.
- Oversee the financial affairs of the club.
- Ensuring the sporting, competitive and social needs of members are met.
- Plan, define and deliver the club's objectives.
- Collect, protect, maintain and hand over critical club information from one year to the next.
- Recruit and empower volunteers.
- Create your club culture.
- Succession Planning.





Volunteering & Burnout



- Committees carry the dreams and expectations of club members..... but also, a lot of responsibility.
- Committees that focus solely on the day-to-day operations of a club, don't have time to plan for the future.
- A committee doing "all the work" is likely to suffer burn-out.
- Create a culture of volunteering.

Qualities of a Great Committee Member



- Be willing to accept responsibility
- Be enthusiastic and dedicated to the Club
- Have strong leadership and communication skills
- Good time management skills
- Be committed to the Club's vision
- Think outside the square
- Be able to understand and relate to sponsors
- Be ethical, honest and trustworthy
- Be a team player
- Be financially literate



Committee Positions

Executive
Committee

President

Vice
President

Secretary

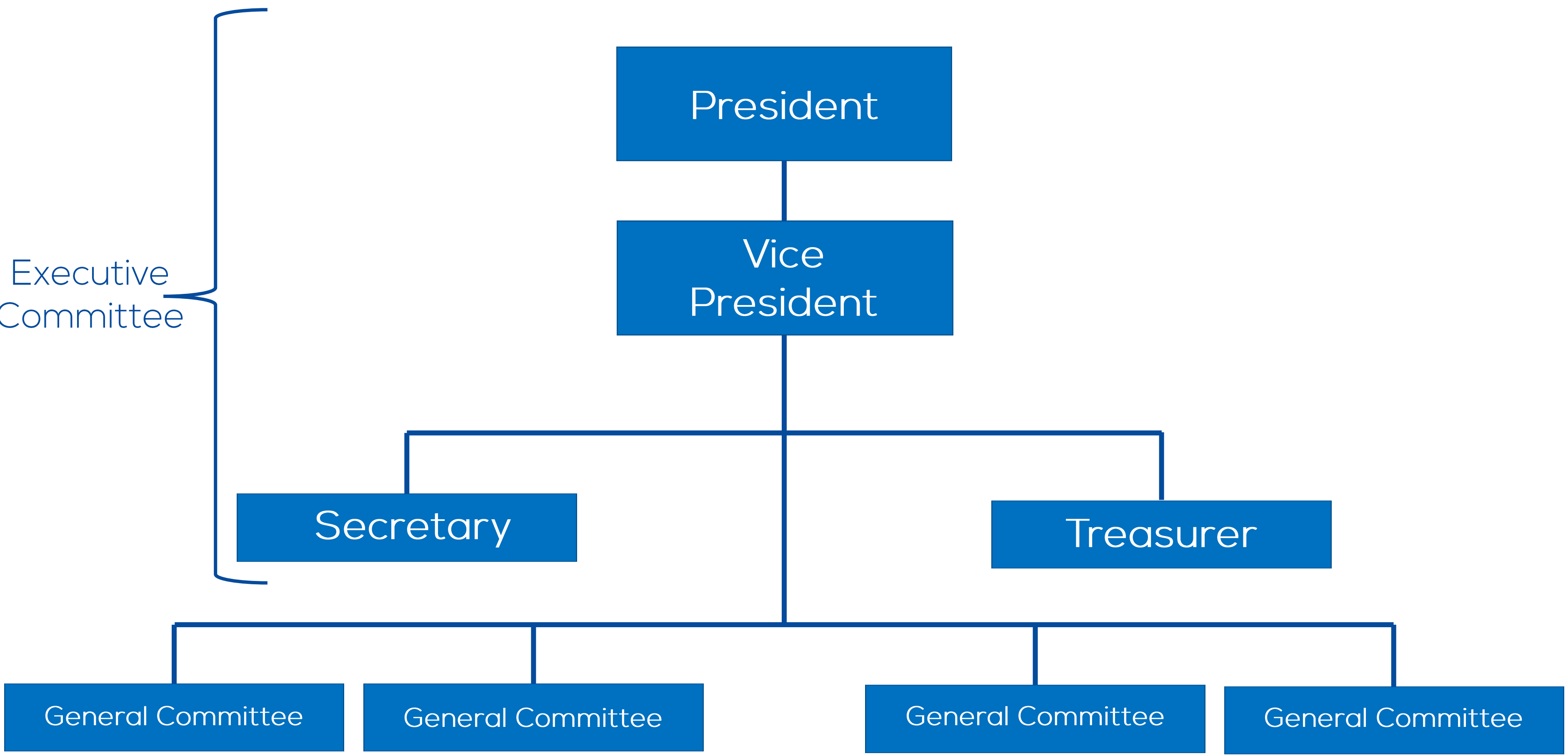
Treasurer

General Committee

General Committee

General Committee

General Committee



President



- The figurehead of the club.
- Provide leadership and direction to the committee.
- Ensures the committee fulfils its responsibilities.
- Ensures the club sets and meets its goals and objectives.
- Ensures the club is administered according to
- Chairs all meetings.
- The spokesperson for the club.
- Maintain key relationships.





Vice President

- Work closely with and supports the club President.
- Fulfil the duties of the President when they are unavailable.
- Assist with the development and implementation of long term goals.
- Support other committee members with their duties and responsibilities.
- Vice Presidents can often take on an extra portfolio.



Secretary



- Have an understanding of all Club Rules, By Laws, Policies and Procedures, legal and compliance obligation.
- Responsible for all the administration of the club.
- Responsible for the collection of all key club information.
- Responsible for communication and correspondence.
- Prepares the agenda and takes the minutes for all meetings.
- Is the contact between the league/association/SSA and your own club.
- Works closely with the President and the Treasurer.

Treasurer

- Responsible for all the financial matters of the club.
- Ensures the committee is empowered to manage financial affairs.
- Maintains accurate financial records.
- Responsible for the supervision and upskilling of volunteers who handle money.
- Produce the Club's financial reports.



General Committee



- General Committee members aren't there to fill up the numbers.
- Each General Committee member should fulfil a portfolio.
- Portfolios can include:
 - Senior Coordinator
 - Junior Coordinator
 - Marketing and Communications Coordinator
 - Social Media Coordinator
 - Volunteer Coordinator
 - Events and Fundraising Coordinator
 - Merchandise and Apparel
 - Sponsorship Coordinator
 - Member Protection Information Officer
 - Players Representative
 - Child Safety Officer

East Point FNC

Board Member



East Point Football Netball Club Inc

Senior Football Netball
Kangaroos

Junior Football Netball
Bulldogs

Girls & Women's, All
Abilities Football
Senior & Junior

Operating divisions with Committees of Management responsible for:

- Fundraising for operations and responsible financial management of funds
- Teams – players, coaches, support staff
- Recruitment and management of volunteers – committee, game day, canteen etc – induction and safe workplace
- Equipment, facilities and ground management
- Training and game day responsibilities

Rules of Association for
East Point Football
Netball Club Inc

Board of Management

Chair * Vice-chair * Secretary * Treasurer * Operating committee representatives

Standards

- Child Safety
- Player, volunteer and members
- Financial
- Code of conduct
- Employees

Board of Management responsible for Club governance: (Strategic not operational)

- Vision and values – long term strategic planning including financial investment and asset control
- Accountability and compliance – to members, financial, governing bodies, legal responsibilities
- Risk management – insurance, workplace
- Policy and procedures – governance and operational
- Relationships – governing bodies, local government, government, corporate



Governance Basics

Steps for Effective Meetings



Planning is a must-do; make sure you have a clear agenda that is pre-set and adhered to. This should be distributed to all participants prior to the meeting



The meeting should begin and end on time. Keep meetings short and simple (no more than 90minutes) and ensure they stay on topic. This will encourage people to come back and stay interested. Consider online meeting options for greater flexibility



Minutes must be recorded. Keep it simple and concise; a who, what, when, where and how structure will ensure the important details are recorded



The chairperson is there to facilitate rather than dominate



Ensure every committee members has a responsibility. This creates accountability but also responsibility and will lead to increased satisfaction and higher retention

Committee Meetings – The Good and the Bad

Productive Meetings	Unproductive Meetings
Well organised and planned with the agenda, minutes and reports circulated prior	Unorganised, limited structure resulting in long meetings
The chairperson guides the meeting through the agenda without dominating discussion	The chairperson dominates the conversation and decision making
A committed and enthusiastic group with contribution by all	One or two people dominating the meetings, with uneven participation. Low attendance
The agenda is followed closely, and if discussion strays it is brought back on track	Inconsistent meeting formats with little regard for the agenda
Agenda is shared prior to meeting to enable planning and consideration of items	Items raised at meeting with no prior warning
Decisions are reached and are well informed	Long discussions with no conclusion or decision. Decision making based on inadequate or incorrect information
Forward planning undertaken	Only updates on previous activities are provided
Members are respectfully held accountable for their responsibilities	Members not following through with responsibilities
Members actively listen to each other, and engage in meaningful conversation	Member uncertainty or unwillingness to ask questions
Members are encouraged to reveal their oppositions	Members bottle up concerns until after the meeting

How You Can Contribute

- Read the agenda prior to meeting and be prepared with discussion points
- Forward items of discussion to secretary prior to meeting
- Read previous minutes and action any outstanding items
- Reports and updates:
 - Circulate your report prior to the meeting
 - Be succinct in your reporting
 - Forward thinking – avoid retrospective reporting – include recommendations and plans
- Actively contribute to meetings and submit apologies when absent
- Help the chair to keep the meeting on-track
- Note the details of the next meeting prior to leaving



Strong Committees

- Have clearly defined roles and structures
- Undertake thorough induction of members:
 - Position descriptions
 - Constitution
 - Codes of behaviour
 - Minutes of previous committee meetings
 - Committee contact list
 - Plans (e.g. business or operational plans)
 - Budget
 - Policies
 - Educational resources
- Welcome diversity
- Celebrate success



Club Development Webinar Series



#1 Club Leadership: Club planning and volunteer management – Recording online

Monday 15th November, 7pm – 8:15pm

#2 Growing Your Club: Marketing and communications – Recording online

Monday 22nd November, 7pm – 8:15pm

#3 Increasing Revenue: Grant writing, sponsorship and fundraising – Recording Online

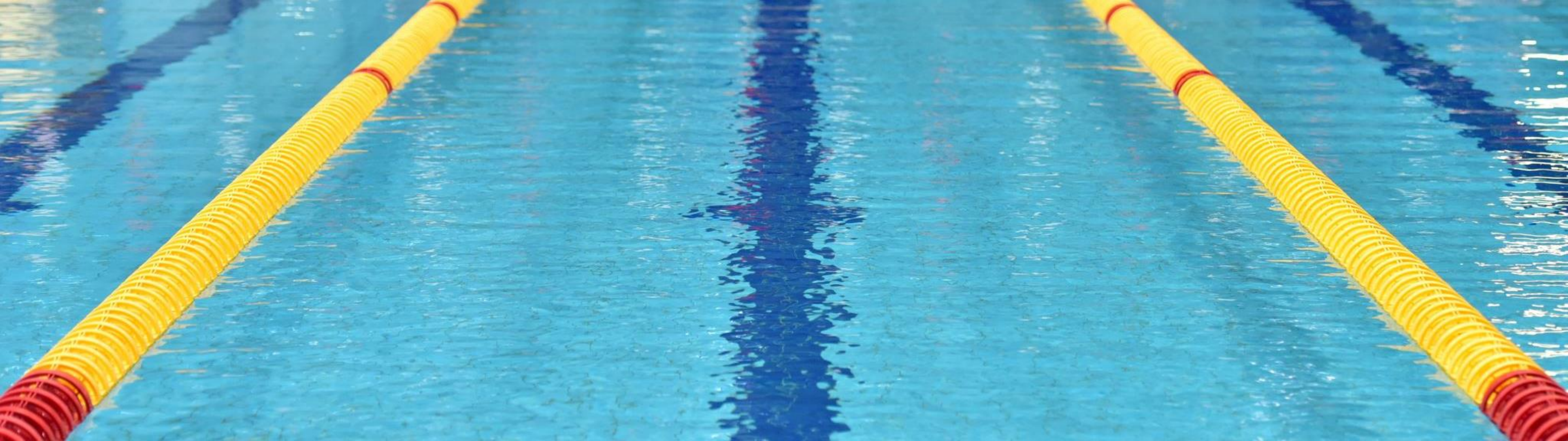
Monday 29th November, 7pm – 8:15pm

#4 Money Matters: Financial systems – Recording Online

Monday 6th December, 7pm – 7:45pm

#5 Committee Basics: Understanding committee roles and responsibilities

Monday 13th December, 7pm – 8:15pm



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