

## Committee Terms Glossary

There are many terms used around the committee table that are not used in any other settings. These terms are often assumed knowledge, however they are not often common knowledge. Here are some of the common terms you will hear on the committee.

Governance	
<b>Incorporated Association:</b>	A legally registered club. The club must have at least five members and put all profits back into its activities.
<b>Not-For-Profit:</b>	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 organisation provides.
<b>Constitution:</b>	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. A constitution can be made up of two parts; the rules which include the basic principles of the group and can be changed only by a general meeting; and the regulations or by-laws which can be changed by the committee
<b>Model Rules:</b>	A template set of rules that meet legal requirements for incorporated associations. Often adopted by clubs as their constitution.
<b>Bylaws:</b>	Bylaws are additional rules for a club, that exist in addition to the rules outlined in a constitution.
<b>Terms of Reference:</b>	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.
<b>Office Bearers:</b>	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.
<b>Subcommittee:</b>	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.
<b>Strategic Plan:</b>	A document outlining the focus and direction of a club over a long timeframe, usually 3-5 years.
<b>Operational Plan:</b>	A plan outlining the day-to-day operations of a club.
Meetings	
<b>Ordinary Meetings:</b>	These are meetings which are held usually on a regular basis and conduct business for which no special notice needs to be given. Most club meetings are ordinary or regular meetings.

<b>Special/Extraordinary Meetings:</b>	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.
<b>Annual General Meeting (AGM):</b>	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.
<b>Quorum:</b>	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.
<b>Chairperson:</b>	The person who leads the meetings of an organisation. This role is often undertaken by the president.
<b>Agenda:</b>	A list of meeting activities in the order in which they are to be addressed.
<b>Meeting Minutes:</b>	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.
<b>Apology:</b>	Notice given by a member that they cannot attend a meeting.
<b>Proxy Vote:</b>	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.
<b>Motion:</b>	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.
<b>Mover of a Motion:</b>	The mover of a motion is the person who formally raises the issue formally requesting the meeting to consider the issue and then make a decision (i.e. vote on the motion). Typically, a person raising the motion in the meeting would say "I move the motion ..."
<b>Secunder of a Motion:</b>	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.
<b>Motion Carried:</b>	A declaration that the motion has been passed by majority voting in favour.
<b>Resolution:</b>	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.

Miscellaneous	
<b>State Sporting Association (SSA) &amp; National Sporting Organisation/Association (NSO/A):</b>	The state or national organisations recognised as the governing body for their sport.
<b>Auspice:</b>	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.
<b>Child Safe Standards:</b>	A set of 11 standards that set out minimum requirements and outline the actions clubs must take to keep children and young people safe.
<b>Recess:</b>	Recess occurs when an organisation becomes inactive or dissolves. Also commonly referred to as 'folding'.
<b>Grant:</b>	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.