# Committee Member

## Guide Book

<Insert logo>

<Insert Date>

# <Insert Club letter head>

Attention

Name

Address Line 1

Address Line 2

<Insert date>

Dear <Insert name of committee member>

On behalf of <Insert club name>, I would like to congratulate you on your recent appointment to the position of <Insert position>.

In welcoming you as a member of the committee, you join a dedicated volunteer base, committed to leading <Insert club name> in bringing to life our vision, <Insert vision>.

As a committee member it is our collective function to provide leadership and direction for the club in line with this vision.

It is an expectation that at all times members act with integrity and in good faith in fulfilling their duties and make decisions in the best interest of the club.

Please be aware that the Committee will convene <Insert time, date and frequency>.

Included within this induction package is information designed to assist you in your role. Should you have any questions, or requests for further information, please do not hesitate to contact me.

I look forward to the opportunity of working with you in the role.

Kind Regards,

<Insert President name>

<Insert Club name>

<Insert contact details>

**Welcome.**

As a committee member you have an important role to play in the administration and success of our club, as well as the enjoyment and wellbeing of all our members.

This guide book is designed to give you all the information that you need in order to fulfil this role, including:

(Include only the information relevant and available to the committee member from the list below)

* Club Purpose, Vision and Values
* Committee Contact Details
* Committee Charter
* Committee Code of Conduct
* Role Description
* Strategic Plan
* Committee Schedule Planner
* Previous Committee Minutes

Additional Documentation

* Annual Report
* Constitution/Rules
* Financial Reports
* Key Policies

We are committed to working with you to make your involvement and experience a valuable and rewarding one.

# Our Purpose

<Insert your club’s Purpose Statement>

# Our Vision

<Insert your club’s Vision Statement>

# Our Values

<Insert your club’s Value Statement>

# Committee Contact Details

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **President** | **Vice President** | **Secretary** |
|  |  |  |
| <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> |
|  |  |  |
| **Treasurer** | **Competition Secretary** | **Membership Secretary** |
| <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> |
|  |  |  |
| **Club Captain** | **Motorsport Australia State Council Delegate** | **Motorsport Australia Alternate Delegate** |
| <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> |
|  |  |  |
| **Committee Member** | **Committee Member** | **Committee Member** |
| <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> |

**Committee Charter**

*Before including this charter in the Committee Guide Book, please ensure that it is reviewed in line with your Club’s constitution, rules and/or 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 principle 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 clubs 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.

**Committee Code of Conduct**

The Committee Code of Conduct is a framework that outlines the standards of behaviours and ethical conduct expected of all club committee members.

As a committee member, you must:

* Respect the rights and dignity of every person regardless of gender, race, ethnicity or sexual orientation and ensure that the club promotes a safe and inclusive environment.
* Protect the integrity of sport at all times by ensuring that the behaviour and conduct of every person is consistent with the laws of the sport, the principles of fair play and the standards of safe and inclusive sport.
* Protect the safety and wellbeing of members at all times by ensuring that appropriate safeguarding measures and policies are in place, easily accessible and understood by every person, and reviewed regularly.
* Be impartial, consistent and transparent in your conduct and decision-making. Accept responsibility for your actions.
* Make decisions in the best interests of your members and the sport.
* Promote a safe and inclusive environment, in which every person feels welcomed and is protected and free from discrimination, harassment and abuse.
* Ensure that all competitors, officials, parents and spectators place wellbeing and enjoyment ahead of performance and outcomes.
* Create pathways that support competitors and officials to improve their skill development.
* Provide equal opportunities for all competitors and officials to participate, regardless of their gender, ability or cultural background.
* At all times act as a role model for others, displaying high standards of good sporting behavior.
* Never engage in inappropriate conduct including the use of offensive language, drinking or smoking, whilst in an official capacity.
* Ensure that all members are made aware of their rights and responsibilities under the appropriate legislation including: Motorsport Australia’s Member Protection Policy, Code of Conduct, Child Safe Policy and Anti-discrimination Policy, and know the process by which to refer a complaint or breach.

**Role Description**

Committee Member *(further role descriptions can be found within the Game Plan resource library)*

|  |  |
| --- | --- |
| **Job Purpose** | The role of a general committee member is to provide support to the President, Secretary and other general committee members to ensure the club sets and meets its goals and objectives, is administered according to the club Rules and completes all legal and compliance obligations. |
| **Job Responsibilities** | Primary responsibilities for the role of Committee Member include:   * Support the President and other committee members in the planning, development and implementation of strategic priorities. * Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-today administration of the club. * Undertake tasks relevant to individual portfolios as specified by the President or Committee. * Assist the President and Secretary in their duties as required * Attending and actively participating and contributing in committee meetings. |
| **People Management** | Nil |
| **Budget Management** | Nil |
| Note: (Remove any points that are not relevant to the role. Please remove this hint when the description is finalised.)   * This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. * The ordinary working hours for the Program can include duty on weekends and evenings. * The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. | |
|  | |
| **JOB HOLDER CAPABILITIES** | |
| **Qualifications and Experience** | * Working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members. |
| **Knowledge and Skills** | * Dedicated club person committed to making a difference. * Receptive to change. * Ability to provide calculated opinion in group discussions at committee meetings. * Considerate of others and/or conflicting ideas and opinions. * Good communication and interpersonal skills. * Maintain confidentiality. |

**Committee Schedule Planner**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Date** | **Time** | **Location** |
| *<Insert event>* | *<Insert date>* | *<Insert time>* | <Insert location> |
| *Committee Meeting* | *01/01/2020* | *7.00pm* | *Meeting room 1* |
| *Committee Meeting* | *01/03/2020* | *7.00pm* | *Meeting room 1* |
| *Presentation Day* | *06/09/2020* | *1.00pm* | *Main oval* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| February | March | April | May | June | July |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 |  |  | |  |  |  |  |  |  |  | |
| August | September | October | November | December | January |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T |  | F | S | S | |  |  |  | 1 |  | 2 | 3 | 4 | | 5 | 6 | 7 | 8 |  | 9 | 10 | 11 | | 12 | 13 | 14 | 15 |  | 16 | 17 | 18 | | 19 | 20 | 21 | 22 |  | 23 | 24 | 25 | | 26 | 27 | 28 | 29 |  | 30 | 31 |  | |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |  |  |  |  |  |  |  | |

<Dates listed are for 2020/21>

**Meeting Minutes**

<Insert minutes for previous two committee meetings, as per the format below>

|  |
| --- |
|  |
| Date |
| Time |
| Location |
| Attendees |
| Guests |
| Apologies |
| Facilitator |

**Review and Approval of Previous Meeting Minutes**

|  |  |
| --- | --- |
| Meeting Date |  |
| Discussion: |  |
| Motioned by: |  |
| Seconded: |  |
| Follow Up Actions: |  |
| Chair Signature: |  |

**Agenda Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda Item # | Topic | | | |
| Time Open: | | | Time Close: | |
| Discussion: | | | | |
| Resolution: | | | | |
| Action Items | | | Person Responsible | Due Date |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| Motioned By | |  | |  |
| Seconded By | |  | |  |

|  |
| --- |
|  |
| Meeting Adjourned At: |
| Date Of Next Meeting: |
| Minutes Prepared By: |

**Other Documentation**

(Include any additional relevant documentation that you feel would be of benefit to your incoming committee members, this could include: Annual Reports, Club Constitution/rules, financial reports or key policies relevant to the member and their role).