

# Committee Charter Ideas

## **Role and Responsibility**

Committees can easily be drawn into conflict if their authority and purpose is not clear, and so it is necessary to define the authority and purpose of each Committee. This works well when it is defined as a Charter. It is recommended that a Committee's charter is reviewed each year, tabled and agreed on at the AGM.

For example, any or all of the following responsibility statements could be included in a Committee Charter for a Sporting Club:

1. Plan for the future
2. Undertake succession planning for our Committee and other key Club personnel
3. Proactively manage our relationship with key funding sources and sponsors
4. Balance and develop the skills within our Committee
5. Provide leadership for all those in our Club
6. Ensure the fair and efficient conduct of competitions or selection trials
7. Promote and develop the highest standard of sport possible
8. Create an environment which gives all members the opportunity to develop to the best of their ability
9. Submit annual reports, quarterly financial statements and recommend changes in by-laws and rules to a higher governing body for approval
10. Conduct the business of the Club through Sub-Committees and appointed officers as required on such terms and conditions as it believes appropriate.
11. Seek and manage appropriate sponsorship for the Club
12. Be active in the development of players, officials and administrators by setting and maintaining quality standards
13. Set budgets and be diligent and accountable for the funds
14. Understand the issues, priorities and needs of our parents, players, volunteers and administrators
15. Make decisions about what we most need to know, and then employ the best resources to get the knowledge we need.
16. From time to time in accordance with the Constitution, make decisions for the conduct of its own proceedings, the control of its funds and property, and efficient management of its administration.
17. Subject to the relevant Certified Agreements, the Committee may appoint staff as it decides is necessary to maintain efficient operation of the Committee.
18. Select, support and manage the performance of the senior manager, including providing adequate resources for the senior manager to efficiently carry out all necessary duties.

## **Transparency and Responsibilities to Members**

Often Committees will adopt statements of their responsibilities which provide accountability to members. These responsibilities may be included in the Charter or published separately.

One example is:

We understand that we are a member based Club and that we need to work transparently in enacting our responsibilities. To this end as a Committee we will:

1. Systematically seek input and feedback from our members on what we are doing and how we are doing it, and publish this feedback on our website
2. Develop and publish both a strategic plan and a business plan, and openly report on both
3. Publish a summary of our minutes and our Committee meeting schedule on our website
4. Agree, publish and use both a Committee Charter and a Code of Conduct