

# PORT ADELAIDE CYCLING CLUB

## POLICY PACC P03

### COMMITTEES

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## Introduction

The Port Adelaide Cycling Club Board recognises that there are times when a Committee can act more effectively than the Board when the Committee is formed based on interests of its members.

As provided for in the Club's Constitution, the Board may put in place standing Committees and ad hoc Committees to engage in business that can be more efficiently transacted by such means.

Creation of Committees also allows the Board to delegate day to day operations of the Club, and focus on governance, strategic direction and financial management.

## Purpose

This document provides direction on the policy and procedures relating to the formation of Committees.

## Policy

The Board has the authority to establish Committees (either standing or ad hoc) to assist in its work.

The number of Committees will be kept to a minimum.

The Board shall provide a clearly defined Terms of Reference for each Committee, including their membership, roles, procedures and functions and the boundaries of their authority.

Committees may from time to time invite other members to serve on a Committee in order to bring additional skills, experience or networks, provided that it is not inconsistent with any directions given to the Committee by the Board.

Unless explicitly empowered by the Board, Committees cannot make binding decisions. For the most part, the function of Committees is to solve problems for and/or make recommendations to the Board. It is the Board who has the power to make decisions or policy. Even where power is delegated, the Board still bears responsibility.

Unless the Board determines otherwise, at least one member of the Board shall sit on a Committee in order to provide guidance to the Club's vision and strategy when exercising its functions.

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Responsible person	President	Review date	July 2023

## **Responsibilities**

The Board is responsible for appointing, disbanding and settling the Terms of Reference for the Committees.

The Chair of the Committee is responsible for ensuring that accurate records of Committee meetings are kept and provided to the Secretary.

The Chair of the Committee is responsible for submission of any recommendations to the Secretary for discussion at the next meeting of the Board.

The Secretary is responsible for keeping records of terms of reference of Committees and for ensuring that recommendations submitted to the Board for consideration.

## **Procedures**

The Board will appoint a Chair to provide leadership and guidance to each Committee.

The Board, in conjunction with the Committee Chair, will review the Terms of Reference for each Committee annually.

The Chair (or nominee) will provide a report of the results of their work for ratification by the Board in April of each year. This will be presented to the Club membership at its General Meeting.

All ad hoc Committees will be dissolved by Board resolution once they have completed their work and, if requested, have provide a written report to the Board.

Committees, (whether ad hoc or standing) cannot exercise authority over, or delegate tasks to Board members without prior agreement.

## **Authorisation**

Gemma Kernich  
President, Port Adelaide Cycling Club