

PORT ADELAIDE CYCLING CLUB POLICY SUB-COMMITTEES



Introduction

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

As provided for in the Club's Constitution, the Committee may put in place standing sub-committees and a hoc sub-committees to engage in business that can be more efficiently transacted by such means.

Creation of sub-committees also allows the Committee 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 sub-committees.

Policy

The Committee has the authority to establish sub-committees (either standing or ad hoc) to assist in its work.

The number of sub-committees will be kept to a minimum.

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

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

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

Unless the Committee determines otherwise, at least one member of the Committee shall sit on a sub-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	May 2019

Responsibilities

The Committee is responsible for appointing, disbanding and settling the Terms of Reference for the sub-committees.

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

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

The Secretary is responsible for keeping records of terms of reference of sub-committees and for ensuring that recommendations submitted to the Committee for consideration.

Procedures

The Committee will appoint a Chair to provide leadership and guidance to each sub-committee.

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

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

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

Sub-committees, whether ad hoc or standing) cannot exercise authority over, or delegate tasks to Committee members without prior agreement.

Authorisation

Gemma Kernich
President, Port Adelaide Cycling Club
8 October 2018