

Terms of Reference for Sports Committees

General

- Statement of overall purpose and responsibility
- Committee of the Society –responsibility as delegated by the Board of Directors

Objectives

Long Term

- Establish vision and philosophy for committee's sport area, which reflects the membership wishes and the standards and strategic objectives of the NSWC
- Advise management and the Board on the strategic approach for their sport consistent with the overall objectives of the NSWC
- Ensure that the needs of each group participating in their sport are considered
- Comply with the requirements of relevant regulatory bodies
- Monitor member satisfaction in their sport area
- Advise on the facility requirements for their sport to achieve the goals of the Club
- Ensure the Club's activities in their sport area are consistent with the reputation, brand and philosophy of the NSWC

Short Term

- Specific goals and planned activities, including a statement of deliverables, for the ensuing year

Governance

- Composition of the Committee – Chair (appointed by the Board, on the advice of the Committee and the General Manager, and independent i.e. having no commercial relationship with the Club as a supplier, employee, contractor or otherwise); Vice Chair (appointed by the Board on the advice of the Committee and the General Manager); other members (appointed by the Board on the advice of the Committee and the General Manager); Board Liaison
- Statement of specific roles of designated members of the committee, such as Chair, Vice Chair, Secretary, Treasurer, Chair of sub-committee (as needed); other roles
- Obligation of committee members to disclose any conflict of interest, and to refrain from the discussion of and voting on any such conflicted item
- Size of committee (minimum/maximum)
- Quorum for meetings
- Committee members expected to attend at least 75% of the meetings
- Term of membership on the committee
- Limits (if any) on re-election of members of the committee
- Authority to appoint sub-committees with clear statement of roles and responsibilities
- Participation of non-voting members on the committee as permitted
- Committee minutes to be kept and made available to Club members on a timely basis
- Requirement to report to the Board on its actions and important issues as they arise, and to members at an annual meeting

Duties and Procedures

- Interface with the General Manager and staff to assist in achieving committee and Club objectives. Management responsible for delivery of sport programs.
- Develop an annual operating plan and table with the Board
- Develop a budget of revenues and expenditures and table with the Board
- In conjunction with management, establish policies and procedures for their sport

- Conduct an annual meeting each year for the purpose of reporting to participating members on the committee's activities throughout the year
- Review annually committee's Terms of Reference and table with the Board
- Develop a code of conduct for their sport
- No authority to retain resources or make other commitments, but request of management
- Schedule committee meetings throughout active period for their sport
- Statement of dispute resolution process

Financial

- Committee funds deposited in Club's accounts, to be designated as Committee Funds
- Expenditures below \$X require majority approval (may be delegated); expenditures above \$X require committee approval and General Manager approval