



 State President

COMMITTEE MANAGEMENT

Policy Statement

Management committees exist to make decisions and are charged with the overall responsibility for organisational governance. Therefore, the committee management process is vital both to the smooth day-to-day operation and long-term future of most sport and recreation organisations.

Task groups have no authority to make decisions. They gather and assess information in regard to a specific issue over a relatively short time frame, then report recommendations back to the main committee

Guiding principles

Committee members also have a legal responsibility and may incur legal liability because of their actions (or in some cases, inactions). As indicated, those taking on a committee role have a responsibility to act on behalf of the members and in the best interests of the organisation. If this does not occur, and particularly if negligence is involved, legal liability may result. This situation could be exacerbated if the committee member had not attended meetings regularly or taken a very active interest in their responsibility. Director's liability insurance is available.

The role of the Committee:

Plan

Examine alternatives for action and decide on appropriate directions according to the purpose, philosophy, culture and budget of the organisation. Determine relevant policies to guide the implementation of organisational plans.

Organise

Ensure that plans are implemented, achievable objectives are agreed to, suitable strategies are designed to ensure satisfactory progress, and operational stages are implemented and evaluated. Ensure that resource (people, equipment, money) needed for these to be achieved is provided.

Lead

Be enthusiastic and work from an informed and well researched knowledge base, which includes a subcommittee or working group structure, clean and concise reports and wide representation of stakeholder opinions. Regularly communicate both the vision and the detail to members and other relevant stakeholders.

Control

Be responsible for defining expectations and requirements, and taking appropriate action to ensure that the outcomes are achieved.



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Procedure

Chairperson

Usually the President of the organisation is the principal leader and has overall responsibility of the organisations administration. From a strategic perspective, the Chairperson should set the overall annual committee agenda, and help the committee prioritise its goals and then try to keep the committee on track by working within that overall framework.

The Chairperson/President should:

- Be well informed of all organisation activities
- Be aware of the future directions and plans of members
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittee
- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the organisation at local, regional and national levels
- Be a supportive leader for all organisation members
- Act as a facilitator for organisation activities
- Ensure that planning and budgeting of the future is carried out in accordance with the wishes of the members

The Chairperson:

- Ensures that the meeting starts and finishes on time
- Notes who wishes to speak, and indicates when a person may speak
- Is responsible for keeping the discussion to the subject
- Decides when discussion should be brought to an end
- Does not usually get involved in the discussion unless their opinion is sought
- Should frequently summarise the issue under discussion to aid in decision-making

Conducting meetings

Annual General Meetings

- Open to all members
- Normally conducted annually
- As per constitution
- Present annual reports and statements (including financial statements)
- Indicate activities for the previous 12 months
- Election of officers
- Changes to the constitution

Management or Executive committee meetings

- Monthly or bi-monthly
- Involve only elected or appointed decision makers
- Review or prepare management committee agendas
- Reports activities at each management committee meeting

Subcommittee meetings

- Held to focus on a specific problem or task



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Quorum

Minimum number of people required to be present at a meeting to make decisions valid and is usually set out in the constitution

Motions

Formal recommendation put to a meeting for debate and consideration.

Voting

A simple vote is one where general agreement is sought among the meeting participants. Verbal voting in which participants indicate their agreement with a “yay” or “nay” is a common way of reaching a decision, as is voting by a show of hands. Some issues may require a more formal type of decision-making method, including proxy and postal voting.

Reports

Committee and subcommittee members should be encouraged to present written reports. These reports can be either progress reports or project reports. The content of the report should be succinct. Concluding the report with a recommendation or set of recommendations for a decision can be useful.

Conflict

All conflict is viewed as negative and must be avoided. Organisation causes of conflict may include competition over resources, responsibility and reward. Interpersonal causes of conflict include personal grudges and poor communication. Ways to manage conflict include bargaining, negotiation, mediation and arbitration, and direct intervention by the chair.

Reference

©Australian Sports Commission 2000 www.ausport.gov.au/clubs
Constitution & By Laws – DrillDance Queensland Incorporated
Constitution & By Laws – DrillDance Australia

Contact

State Secretary

Developed: October 2004

Reviewed: June 2007, June 2008, June 2013, June 2015, Dec 2017