

**Committee Charter Template**

**April 2018**

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| Drafted by | <<insert name>> | Approved by CEO on | <<insert date>> |
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PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraph 1.8.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

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# COMMITTEES

The Board may by delegate any of its powers to a committee provided that it does so in writing. A delegation of a power, or a specified class of powers, may be made either generally or as otherwise provided by the terms of delegation. The CEO (or nominee) will be an ex officio member of any committee except for the Appointments and Remuneration Committee.

A committee must exercise the powers delegated to it in accordance with any directions of the Board. All committees are advisory and have their terms of reference outlined in the Regulations or in relevant Board resolutions.

The committees established under this charter are governance committees and are appointed by and report directly to the Board. Other committees may be appointed by the Board under the Constitution but these are administrative or operational committees that report to the CEO and which do not form part of the governance of the organisation.

The chair of each committee must circulate the minutes of a meeting of the committee to members of that committee and the CEO within one (1) month of each meeting.

The following provisions shall also apply in relation to any committees established.

# Role of Committees

### Under the leadership of the committee chair, the committee members are required to:

#### work within their respective committee specified roles and responsibilities as set out in the terms of delegation (if any);

#### discuss, debate and submit objective recommendations on issues to the Board;

#### assess items that may be referred to them from time to time; and

#### conduct annual reviews of their area.

### Committee members are expected to:

#### exercise care in considering matters before them and act in the best interests of the organisation;

#### avoid conflicts of interest;

#### work within the specified terms of delegation;

#### interact with key stakeholders and members as required;

#### report back to the stakeholders at the annual general meeting as required; and

#### evaluate its effectiveness as a committee.

### Committee member limitations:

#### committees report to the Board via the CEO and are accountable for the performance of their duties as committee members;

#### a committee member must work cooperatively with the CEO and staff;

#### no committee member is authorised to incur expenses or debts on behalf of the organisation. All committee members are expected to abide by the organisation’s policies, regulations and directives.