

Chatswood Rangers Sports Club

Community Program

Committee Charter



Purpose

The Community Program Committee (the **Committee**) appointed by the Executive Committee is responsible for managing the Chatswood Rangers Community Program.

The purpose of the Community Program is to -

- proactively identify and support children and adults to participate in sporting activities who are not able to do so for socio-economic reasons
- provide health and well being awareness to members
- provide fundraising opportunities to support members

The Community Program Committee is responsible for generating funds to support its activities.

The duties and responsibilities of the Committee are set out in **Appendix A**.

Authority

The Executive Committee has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities, including generation and allocation of funds, required to address its responsibilities.

Membership

The Committee shall comprise at least five, and not more than seven members, including at minimum, a member of –

- Executive Committee (Committee Chairperson)
- Senior Netball
- Senior Football
- Junior Football
- Junior Netball

The Executive Committee, will appoint Committee members and the Committee Chairperson.

Committee member rotation is encouraged.

Chairperson

An Executive Committee member is the designated Committee Chairperson and shall chair the meetings of the Committee and set its agendas.

Meetings

The Committee should meet at least three (3) times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting.

Meeting Attendance

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights.

Quorum and Voting

A quorum must consist of more than half of the members of the Committee and must include the Committee Chairperson.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

Minutes

The Committee Chairperson or delegate must prepare the minutes of the Committee within seven (7) working days. The minutes must be ratified at the next Committee meeting.

Conflicts of Interest

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

Charter Reviews

The Committee will review at least annually this Committee charter and recommend to the Executive Committee for approval any appropriate amendments.

Financial Management

- The Club Treasurer is responsible that a true account is kept of all monies received and expended
- An annual budget is required to be submitted to the Executive Committee annually at the time set by the Executive Committee
- A report of the financial position of the Community Program should be tabled at each Committee meeting
- The minimum balance of the Community Program account is to be \$5,000. If the balance goes below this, the use of funds must be approved by the Executive Committee.
- The maximum balance allowed to be accumulated at the end of the financial year under the Community Program is \$50,000. Any surplus above this is not available for use by the Community Program unless approved by the Executive Committee.

Reporting

The Committee will provide a Community Program update at Executive Committee meetings.

Appendix A – Duties and Responsibilities

The duties of the Committee are to:

2. *Identify opportunities for children and adults to participate in sporting activities who are not able to do so for socio-economic reasons*
 - *Proactively engage with the community, including local schools to identify children and adults to support.*
3. *Generate revenue to support the activities of the Committee*
 - *Initiate and manage fundraising activities*
 - *The Committee aims to be fully self funded*
 - *Funds may on occasion be provided by the Club upon approval by a majority vote at an Executive Committee meeting*
4. *Allocate funds in line with the purpose of the Committee and objects of the Chatswood Rangers Sports Club*
 - *Expenditure approval processes and policies of the Club apply to the Committee*
 - *Fundraising to support members other than supporting them to participate in sporting activities can be organised by the Committee but cannot be performed on the Club's account as it is not within the Club's objects.*
5. *Identify and manage activities to raise awareness in the community to support positive health and well-being*
6. *Reporting*
 - *The Committee chairperson will report to the Executive Committee regarding all relevant matters including the financial position of the Community Program*