



## **BUSINESS PLAN WORKING GROUP**

### **TERMS OF REFERENCE**

#### **Authority**

The Business Plan Working Group (BPWG) will be established by Council at its meeting of 16<sup>th</sup> December 2014. These Terms of Reference are issued under the authority of the Croquet Victoria Appointees, Sub-Committees and Working Groups Policy - 17<sup>th</sup> June 2014.

#### **Composition**

The BPWG consists of three (3) members appointed by Council. The group is to elect a Chairperson and a Minutes Secretary from among its membership.

#### **Duration**

Unless otherwise extended by Council, the term of the working group will expire on 16<sup>th</sup> June 2015.

#### **Responsibilities**

The working group is to draft a Croquet Victoria Business Plan based on, and in conformity with, the Croquet Victoria Strategic Plan 2013-17 and covering the period from appointment to the end of the current Strategic Plan; it may also make recommendations for items to be included in a Business Plan extending beyond the end of the current Strategic Plan

Unless an extension is approved by Council, the draft Business Plan including indicative costs is to be ready for distribution with the agenda for, and presentation to, Council at its 21<sup>st</sup> April 2015 meeting.

The group will liaise with the Treasurer to ensure that items in the draft Business Plan are fiscally feasible within the terms of current and future budgets.

In gathering information, examining feasibility, etc. the working group may liaise with Council appointed Officers and sub-committees, for information within that Officer's or sub-committee's area of expertise.

Formal liaison with persons and entities outside Croquet Victoria is to be through, or arranged through, the Secretary..

#### **Reporting**

The group is to report to the Croquet Victoria Secretary at least quarterly and is to provide a copy of minutes of meetings to the Secretary within seven (7) days of each meeting.