



Victorian Croquet Association Inc.
A0001560E ABN 90 903 271 264
trading as **Croquet Victoria**

MARKETING & PUBLICITY COMMITTEE

JOB DESCRIPTION

Appointment & Duration

The Committee is appointed by the Council of Croquet Victoria at its meeting immediately following the Annual General Meeting, from members nominated by Regions or Clubs. Committee members serve for one year, until the next AGM

Committee Composition

The Croquet Victoria Marketing and Publicity Committee consists of three to five members. In accordance with the Appointees, Sub-committee & Working Group Policy, Council may invite non-members to join the committee to provide specific, relevant knowledge and expertise.

Duties

The committee is to promote the sport of Croquet across Victoria.

Reporting

The committee is to report to Council, through the Croquet Victoria Secretary, at no less than six monthly intervals and is to provide input to the Croquet Victoria Annual Report. Reports are to include details of activities and expenditure.

A copy of the minutes of each meeting of the Committee is to be provided to the Croquet Victoria Secretary no later than seven (7) days after the meeting.

The committee is to submit a proposed budget to the Croquet Victoria Treasurer as and when requested.

Review

This Job Description is to be reviewed after the first meeting of the Committee.

Authorisation

Honorary Secretary
17th June 2014