



## **APPOINTEES, SUB-COMMITTEES & WORKING GROUP POLICY**

### **INTRODUCTION**

The Council of Croquet Victoria recognises that there are times when an appointee or a sub-committee can act more effectively than can the full Council.

The Council of Croquet Victoria may put in place appointees, standing sub-committees and ad hoc working groups to engage in business that can be more efficiently transacted by such means.

### **PURPOSE**

To give direction on the policy and procedures relating to the formation of Council appointees, standing sub-committees and ad hoc working groups.

### **POLICY**

The Council has the authority to appoint individuals and to establish standing sub-committees and ad hoc working groups to assist it in its work.

The Council shall clearly define the terms of reference of each appointee, sub-committee and ad hoc working group, including their membership, roles, procedures and functions, and the boundaries of their authority.

Council may from time to time co-opt non-members to serve on a standing sub-committee or ad hoc working group in order to bring additional skills, experience or networks.

Unless explicitly empowered by the full Council, appointees, standing sub-committees and ad hoc working groups cannot make binding Council decisions. For the most part, the function of Sub-Committees is to solve problems for and/or make recommendations to the Council on which the latter, and only the latter, has the power to make decisions or policy.

### **PROCEDURES**

The Secretary is to call for nominations for appointed positions and membership of sub-committees annually with a closing date as determined by Council from time to time, but in time for nominations to be reviewed by CoM at its May meeting and recommendations made to Council for appointments to be made at the June Council meeting each year. The exception to this timing is the AC Selection Committee for which nominations will be called for in December each year, reviewed at the January CoM meeting and appointments made at the February Council meeting.

Nominees are to provide a statement of their experience and capability for the position for which they are nominated.

All appointments and membership of standing sub-committees are for a maximum of twelve months, ending at the completion of the June Council meeting following appointment, except in the cases of:

- The AC Selection Committee, the term of which ends at the completion of the Eire Cup in March of each year; and



- The GC Selection Committee, the term of which ends at the completion of the WCF Shield competition in September of each year.

All Committees of the Council shall submit their minutes to the Council, through the Secretary, within seven days of each meeting.

All Appointees and Committees shall provide the Treasurer with a budget for the forthcoming year in accordance with the timings laid down in the Budgetary Timeline Policy.

All Committees of the Council shall report to the Council and membership annually, submitting their reports for inclusion in the Croquet Victoria Annual Report by the time set by the Secretary.

All Committees of the Council shall review their terms of reference annually, including their membership and refer any recommendations for change to the Council, through the Secretary.

All ad hoc Working Groups shall be dissolved by Council resolution once they have completed their work and, if requested, have provided a written report to the Council.

## **RESPONSIBILITIES**

The Council is responsible for appointing, disbanding, and setting the terms of reference for committees.

The Secretary is responsible for keeping records of terms of reference and membership of Council Committees, for ensuring that such terms of reference and membership are posted to the Croquet Victoria website and for ensuring that committee minutes and papers are submitted to the Council for consideration.

The President shall sit ex-officio, with full voting rights, on all Council Sub-Committees and ad hoc Working Groups, but may delegate their attendance to any member of the Council.

All Appointees, Sub-committees and Working Groups shall provide a report to the Secretary for inclusion in the VCA Annual Report.

Appointees or Committees, whether standing Sub-Committees or ad hoc Working Groups, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the Secretary has specifically agreed to such delegations.

The responsibilities of Appointees and Sub-Committees are contained in Job Descriptions posted to the Governance page of the VCA website

## **AUTHORISATION**

Sarina Cevaal-Hewitt  
Honorary Secretary  
Victorian Croquet Association Inc