



MARKETING & PUBLICITY SUB-COMMITTEE TERMS OF REFERENCE

Appointment & Duration

The Sub-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. Sub-Committee members serve for one year, until the next AGM.

Committee Composition

The Croquet Victoria Marketing and Publicity Sub-Committee consists of three to six members plus the Croquet Victoria Merchandise Officer as an Ex-Officio member. 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. The Sub-Committee may propose names of individuals to become members of the Sub-Committee.

This Sub-Committee will appoint its own Convenor and Secretary.

Duties

The Sub-Committee is to promote the sport of Croquet across Victoria and southern New South Wales, support publicity efforts at club and regional level and to cooperate with other Croquet State Associations and Croquet Australia in promoting croquet nationally.

Reporting

The Sub-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 Sub-Committee is to be provided to the Croquet Victoria Secretary no later than seven (7) days after the meeting.

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

Review

These Terms of Reference are to be reviewed at the first meeting of the Sub-Committee after each Annual General Meeting.

AUTHORISATION

Honorary Secretary
Victorian Croquet Association Inc