



Victorian Croquet Association Inc.
A0001560E ABN 91 903 271 264
trading as Croquet Victoria

VICTORIAN CROQUET CENTRE DEVELOPMENT WORKING GROUP TERMS OF REFERENCE

Appointment and duration

The working group is appointed by the Council of the Victorian Croquet Association Inc (VCA), initially from members and non-members nominated by VCA members both voting and non-voting (ie regions, clubs or individual members).

It is to provide a final report and recommendations to Council within twelve months of appointment. Its term of office expires when the report has been presented to Council.

The working group is to elect a Chair and Secretary from within its members.

It may recommend to Council the cooption of additional qualified members.

Reports and minutes

The working group is to provide a progress report to each regular meeting of VCA Committee of Management, through the Secretary. Reports are to include details of activities and expenditure.

Draft minutes of each meeting of the working group are to be provided to the VCA Secretary within seven (7) days of such meeting, to be made available to VCA Council members.

Qualifications for VCC Development Working Group Membership

To be a member of the Victorian Croquet Centre (VCC) Development Working Group, a member needs to have experience relevant to the duties of the working group.

Working Group Composition

The VCC Development Working Group initially consists of;

- Three ordinary members
- VCA President (ex officio)

Duties

The prime task of the VCC Development Working Group is to develop a five-year business plan for the usage of the Victorian Croquet Centre.

For this purpose it may

- receive updates from the Treasurer on costs and income related to the VCC
- monitor usage of the VCC, including
 - liaison with Tournaments and Fixtures Committee
 - liaison with Brimbank Croquet Club
 - in consultation with the President and Secretary, liaison with staff working at the VCC
 - exploratory contact with potential and current users of the VCC.

AUTHORISATION

Honorary Secretary
Victorian Croquet Association Inc.