



## VICTORIAN CROQUET CENTRE SUB-COMMITTEE TERMS OF REFERENCE

### AUTHORITY

- 1 These Terms of Reference are issued under the authority of the Croquet Victoria Appointees, Sub-committees and Working Groups Policy – 17 June 2014, as amended 14 December 2015 and 23 April 2018.

### COMPOSITION

- 2 The VCC Sub-committee is to consist of 6 members.
- 3 All members are expected to have experience relevant to the duties of the Sub-Committee.
- 4 Clubs and regions will be invited to provide nominations for membership of the Sub-Committee.  
Nominees are to provide a statement of their relevant experience and capability.
- 5 Members of the Sub-committee may be members or non-members of Croquet Victoria. The Sub-Committee may propose additional members for cooption, to be endorsed by Council.
- 6 Council may make initial appointments to the Sub-Committee once these terms of reference are approved. In subsequent years, members of the Sub-Committee will be appointed by Council annually at the Council meeting directly following the Annual General Meeting.
- 7 Any Director is entitled to attend meetings of the Sub-Committee as an observer.

### DURATION

- 8 Unless otherwise decided by Council, the Sub-Committee is ongoing.

### SCOPE

- 9 The Sub-Committee reports to Council on Buildings and Court matters, it is responsible to Council for overseeing.

### RESPONSIBILITIES

- 10 The Sub-Committee considers and recommends to Council at least six-monthly on:
  1. Major court renovations.
  2. Building upgrades.
  3. Equipment and Machinery replacements.
  4. Any repairs and safety requirements.
- 11 The Sub-Committee will agree with the Treasurer the annual program, which will include:
  1. Forecast budget and cash flow projection.
  2. Budgeted vs actual income and expenditure.
- 12 The Sub-Committee is responsible, within Council guidelines, for:
  1. Preparing an annual schedule of events to be held at VCC
  2. Increasing participation in croquet events including social and club play.
  3. Pursuing and assessing other income producing activities and events.
  4. Ensuring courts are maintained to a level matching State requirements.
  5. Ensuring all equipment and machinery is maintained in acceptable condition.

6. Managing bar and use of kitchen.
7. Organising internal cleaning of clubhouse.
8. Keeping grounds in a neat and tidy state.
9. Keeping records of all VCC use.

## **MEETINGS**

- 13 Chair and secretary  
A Member of Council will act as chair of the Sub-Committee; the members attending will agree on a chair of any meeting, which the regular chair is unable to attend. The Sub-Committee will appoint its own secretary.
- 14 Frequency  
The Sub-Committee will meet at least four times a year, more often as required.
- 15 Agenda and Minutes  
Draft minutes of each meeting of the Sub-Committee are to be provided to the Croquet Victoria Secretary within seven (7) days of such meeting, to be made available to Croquet Victoria Council members.



Honorary Secretary  
Victorian Croquet Association Inc