

Wye River SLSC - Committee Charter

1 Purpose of this Charter

This Committee Charter (**Charter**) sets out the composition, role and responsibilities of the Committee of Wye River Surf Life Saving Club (**the Club**). The Charter is to be read in conjunction with the Club Constitution (**Constitution**), the Associations Incorporation Act and the law generally.

2 Committee size and composition.

- (a) The size of the Committee will be determined in accordance with the Constitution.
- (b) Collectively, the Committee should seek to ensure that the Committee:
 - (i) is representative of the Club and its members;
 - (ii) includes a reasonable number of active members;
 - (iii) includes members with experience in surf lifesaving;
 - (iv) includes members of different backgrounds and experience;
 - (v) includes permanent Wye River and Separation Creek residents; and
 - (vi) includes a broad range of financial, business, legal and other skills.
- (c) Prior to each AGM, the President will lead a process of reviewing the Committee composition and structure and canvassing potential Committee members.
- (d) Committee members will be appointed as provided by the Constitution.

3 Role and responsibilities of the Committee.

The Committee represents and serves the interests of the Club by providing leadership, oversight and guidance to the Club.

In addition to its obligations under the Constitution and the law, the key roles and responsibilities of the Committee include the following:

Setting strategic objectives

- (a) defining the Club's goals and setting its strategic objectives;
- (b) approving the Club's values; and
- (c) modelling and monitoring the values and culture of the Club;

Appointing and overseeing office bearers

- (d) subject to the Constitution, appointing and overseeing office bearers and others holding positions at the Club;

Overseeing financial performance

- (e) approving the Club's annual targets and financial statements and monitoring financial performance against budget;

Overseeing risk management

- (f) overseeing the Club's risk management;

Liaison with accountants

- (g) selecting, appointing and managing any external accountant or auditor (including associated recommendations to members for approval); or
- (h) maintaining an ongoing dialogue with any accountant or auditor, including their performance and ongoing independence; and

Liaison with LSV

- (i) maintaining an ongoing dialogue with LSV.

4 Committee members' individual responsibilities

In addition to their obligations under the Constitution and the law, Committee members are:

- (a) expected to observe the highest standards of ethical behaviour;
- (b) expected to attend and participate in Committee meetings;
- (c) expected to devote sufficient time and attention to Committee and committee papers and materials to ensure that they are well prepared for each meeting;
- (d) required to exercise independent judgement when making decisions;
- (e) expected to publicly support the letter and spirit of Committee decisions, even if they did not personally support the outcome arrived at by the Committee as a whole;
- (f) required to keep Committee information, discussions, deliberation and decisions that are not publicly known, confidential;
- (g) expected to comply with their legal duties when discharging their responsibilities as Committee members. Broadly these duties are:
 - (i) to act in good faith and in the best interests of the Club;
 - (ii) to act with care and diligence;
 - (iii) to act for a proper purpose;
 - (iv) to avoid a conflict of interest or duty; and
 - (v) to refrain from making improper use of information gained through the position of Committee member or taking improper advantage of the position of Committee member.

5 President

- (a) The President will be appointed in accordance with Club's Constitution.

- (b) In addition to their obligations under the Constitution and the law, the President is responsible for leading the Committee and representing the Committee to Club members.

6 Secretary

- (a) The Club will appoint a Secretary.
- (b) The Secretary is accountable directly to the Committee, through the President, on all matters to do with the proper functioning of the Committee.
- (c) In addition to their obligations under the Constitution and the law, the Secretary will:
 - (i) coordinate the logistics required to enable Committee meetings (location, technology, availability, etc);
 - (ii) liaise with the President, coordinate the compilation of Committee papers, and the circulation of those papers and the agenda for meetings,
 - (iii) coordinate the timely completion and despatch of Committee papers;
 - (iv) ensure that the business at Committee meetings is accurately captured in minutes; and
 - (v) help to organise and facilitate the induction of Committee members.

7 Treasurer

- (a) The Club will appoint a Treasurer.
- (b) The Treasurer is accountable directly to the Committee, through the President, on all matters to do with the Club's finances including:
 - (i) budgeting;
 - (ii) reporting;
 - (iii) expenses; and
 - (iv) compliance.

8 Other roles and positions

- (a) In addition to the positions of President, Secretary and Treasurer, the Club will appoint:
 - (i) Vice-President;
 - (ii) Club Captain;
 - (iii) Director - Training and Development;
 - (iv) Director - Facilities; and
 - (v) Up to 3 additional Committee members.

- (b) The responsibilities of Club roles and positions may be described in a position description.

9 Committee meetings

- (a) The Committee will meet as often as the Committee members consider necessary to fulfil their duties and responsibilities and to meet the demands of the business. In normal circumstances the Committee is expected to meet at least 6 times in a year.
- (b) The President is responsible, in consultation with the Secretary, for the conduct of all Committee meetings. This includes being satisfied that the agendas are comprehensive, that all agenda items are appropriate and that recommendations fit within the broad strategic direction set by the Committee.
- (c) Office bearers and other position holders and members may be invited to attend Committee meetings.

10 Conflict of interest

- (a) Committee members must avoid any action, position or interest that conflicts with an interest of the Club, or gives the appearance of a conflict.
- (b) If a potential material conflict of interest arises, the Committee member concerned must advise the President prior to any Committee meeting at which the issue is to be discussed. Any potential conflict of interest must be recorded in the Committee minutes.
- (c) The Secretary will maintain a register of dealings in securities and declarations of interest by Committee members and report them to the Committee as necessary.

11 Committee performance evaluation

The Committee, led by the President, will undertake ongoing assessment and review of the effectiveness and performance of the Committee.

12 Review of this Charter

This Charter will be reviewed every two years or as required. Any modifications to or replacements of this Charter must be approved by the Committee