

**SUB CLUB
COMMITTEE CHARTER**

OF

**SUB CLUBS OF
TOUKLEY RSL SUB BRANCH
CLUB LIMITED**

MARCH 2021

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1. INTRODUCTION

- 1.1 The Board of Directors of Toukley RSL Sub Branch Club Limited (The Ary) has the power, under its Constitution, to allow Sub Clubs to exist
- 1.2 Sub Clubs are not incorporated entities. Therefore they are not governed by a company constitution as the Ary is. Any existing references to a Sub Club Constitution will now be known as Sub Club Rules.
- 1.3 The Constitution of the Ary provides for the set of rules that govern the Sub Club and its Members.
- 1.4 Sub Clubs may have their own Rules or By-Laws which must be approved by the Board of the Ary.

2. OVERVIEW AND PURPOSE OF THE CHARTER

- 2.1 The operations and activities of each Sub Club are managed under the direction of the elected Sub Club Committee officials (Sub Club), in the best interests of the Sub Club members as a whole.
- 2.2 Subject to the supervision and direction of the Board of the Ary, the Sub Club Committee is responsible for the business and affairs of the Sub Club.
- 2.3 The Committee is governed by all applicable law, the Constitution and By-Laws of the Ary, this Sub Club Committee Charter and the Rules and By-Laws of the Sub Club.
- 2.4 The purpose of this Charter is to:
 - (a) Ensure that the Sub Club Committee officials understand their obligations in regard to corporate governance, members and the Ary.
 - (b) Set out the functions, responsibilities and key protocols for committees and officials of the Sub Club.
 - (c) Understand the authority delegated to the Committee and its officials by the Board of Directors.

3. STRUCTURE AND COMPOSITION OF THE COMMITTEE

- 3.1 The composition of the Committee will be contained in the rules of each Sub Club. Committee elections are held pursuant to the Sub Club's Rules.
- 3.2 Each committee member will hold office until the next Annual General Meeting of the Sub Club.
- 3.3 Any vacancy occurring on the committee shall be filled in accordance with the Ary Constitution.
- 3.4 The minimum composition of a Sub Club Committee will consist of a President, Vice-President, Secretary and Treasurer.
- 3.5 The Ary Board Chairperson is an ex-officio member of the Sub Club Committee. This gives the Ary Chairperson the ability to attend, or appoint a representative from the Board to attend, all meetings of the Sub Club Committee as an observer.

4. ROLE OF THE COMMITTEE

- 4.1 The Board delegates the responsibility for the conduct of the affairs and activities of the Sub Club to the Committee. The Committee has responsibility to members of the Sub Club for the conduct of the affairs and activities of Sub Club.
- 4.2 In carrying out its responsibilities, all Committee officials must act in good faith and to serve the interests of all Sub Club members, the Ary, other stakeholders and the broader community.
- 4.3 Each committee member of the Sub Club must act in the best interests of the Sub Club as a whole and collectively oversee and appraise the policies, processes and performance of the Sub Club using due care and diligence.
- 4.4 The Board delegates to the Sub Club the ability to operate and maintain a bank account for the purpose of managing Sub Club funds.
- 4.5 The duties of individual committee members include the following:
 - (a) Attend all scheduled meetings unless an apology has been tabled.
 - (b) Be available to assist and support at Club and Sub Club functions as requested by the Sub Club President.
 - (c) To act only to enhance the goodwill of the Sub Club.
 - (d) To assist meetings to start and finish on time by arriving promptly and keeping to the agenda.
 - (e) Submitting items to Secretary prior to meeting date for inclusion in agenda.
 - (f) Providing any appropriate documentation to assist in the decision making process.
 - (g) Exercise care and diligence, acting in good faith and in the best interests of the Sub Club.
 - (h) Not improperly use his/her position or misuse information of the Sub Club.
 - (i) Ensuring the Sub Club conforms to the principles and best practices of economic, social and environmental sustainability and best practice wherever possible.
 - (j) Ensuring the Sub Club's business is conducted ethically and transparently.
 - (k) Committing the time necessary to discharge effectively his/her role as a committee member.
 - (l) Meeting in accordance with this Charter, the Rules and By-Laws of the Sub Club and any other relevant legislative requirements.
 - (m) Develop, publish and maintain a yearly competition programme.

5. ROLE OF THE PRESIDENT

5.1 The role and responsibilities of the President are principally to:

- (a) Lead the Committee.
- (b) Manage the Sub Club's affairs and allocate tasks and duties within the Committee as required.
- (c) Manage the Sub Club's business in accordance with this Charter and the Sub Club's Rules and By-Laws..
- (d) Develop and oversee a strategic plan for the growth and development of the Sub Club.
- (e) Within two (2) months of the Annual General Meeting present to the Board of the Ary a set of objectives for the Sub Club for the ensuing year.
- (f) Chair the meetings of the Sub Club competently, ethically and transparently and ensure committee effectiveness. This includes:
 - (i) Starting meetings on time;
 - (ii) Ensuring the agenda is prepared and distributed;
 - (iii) Ensuring that minutes of the meeting are kept;
 - (iv) Ensuring that meeting protocol is adhered to, the agenda is followed and that cross-table talk is minimised;
 - (v) Signing off on a completed copy of the meeting minutes for the Sub Club's records;
 - (vi) Ensuring that all proposals are noted with the name of the Proposer and Secunder recorded; and
 - (vii) Calling for volunteers or appointing Committee / Sub Club members for any sub committees as required.
- (g) Ensure that meetings are conducted efficiently and that members have adequate opportunity to express their views and obtain answers to their queries.
- (h) Ensure new committee members are briefed and have access to information on all aspects of the Sub Club's operations.
- (i) Set a standard for committee members in terms of attendance at meetings, behaviour and prior familiarity with issues to be raised.
- (j) Organise and manage the programme for the Sub Club Annual General Meeting and ensure compliance with the Sub Club Rules and By-Laws or the Ary Constitution.
- (k) Represent the Sub Club at local and regional levels.
- (l) Ensure the planning and budgeting for the future is carried out in accordance with the needs of the Sub Club.

6. ROLE OF THE VICE PRESIDENT/S

6.1 The role and responsibilities of the Vice President/s are principally to:

- (a) Perform duties as delegated by the President.
- (b) Undertake the duties of the President in his/her absence.
- (c) Provide assistance to other members of the committee.

7. ROLE OF THE SECRETARY

7.1 The role and responsibilities of the Secretary are principally to:

- (a) Perform duties as delegated by the President.
- (b) Administration and co-ordination of the Sub Club's affairs, including record keeping, security of records, and maintenance of Sub Club documents, including forms and membership listings and records.
- (c) Be the liaison contact between the Sub Club and the Ary.
- (d) Produce and distribute an agenda for all meetings.
- (e) Accurately record the proceedings of all meetings via proper minutes and attendance records.
- (f) Communicate all official Sub Club business to members.
- (g) Maintenance of Sub Club formal documentation, including the Rules or By-Laws.

8. ROLE OF THE TREASURER

8.1 The role and responsibilities of the Treasurer are principally to:

- (a) Perform duties as delegated by the President;
- (b) Maintain comprehensive financial records and other bookkeeping activities;
- (c) Reconcile Sub Club bank account and banking activities;
- (d) Liaise with the Ary accounts department;
- (e) Attend to payment of all outgoing funds approved as expenditure by the Committee;
- (f) Collect all monies owed to the Sub Club; and
- (g) Submit financial reports to the Ary monthly and upon request.
- (h) Prepare and submit annual budgets to the Ary in January each year.

9. INTERPRETATION OF SUB CLUB RULES

9.1 The Sub Club is governed by the Ary Constitution and By-Laws, this Charter and the Sub Club Rules and By-Laws.

- 9.2 The Ary Constitution takes precedence in the event of any inconsistencies between the Ary Constitution and By-Laws and the Rules or By-Laws of the Sub Club.
- 9.3 For the purposes of this Charter, the Board has determined that Sub Club Rules or By-Laws relating to the conduct of Sub Club Annual General Meetings; and nomination and election of Sub Club officials take precedence over the same Rules in the Ary Constitution.
- 9.4 Any proposed changes to the Sub Club Rules are to be approved by the Board of the Ary prior to being proposed to members of the Sub Club.

10. THE ARY

- 10.1 The Sub Club is formed under Rule 29.10 of the Ary Constitution.
- 10.2 The Sub Club officials must:
- (a) Ensure the Sub Club operates within the confines of the Ary Constitution.
 - (b) Abide by the policies, procedures and requests as determined by the Ary Board of Directors as currently in place and required from time to time.
 - (c) Adhere to all relevant workplace health and safety requirements, including reporting to management on a timely basis any identified safety hazards.
 - (d) Inform the Ary of Committee members and positions following the Sub Club's AGM each year within one month of appointment.
 - (e) Ensure any proposed changes to the Sub Club's Rules or By-laws are presented to the Ary Board of Directors for approval prior to being proposed to Sub Club members.
 - (f) Provide an updated membership listing to the Ary on a quarterly basis in line with the financial quarter or on request by the Ary.
 - (g) Ensure that all members of the Sub Club are current financial members of the Ary.
 - (h) Ensure that any purchasing requirements (e.g. food and beverage) are in the first instance offered to the Ary to be given the opportunity to provide. This principle also applies to the hosting of social events and presentations organised by the Sub Club.
 - (i) Obtain written approval from the Board of Directors of the Ary for any Club function proposed to be held away from the Club premises.
 - (j) Obtain written approval from the Board of Directors for any expenditure outside of ordinary expenses in excess of \$100.
 - (k) Provide the Board of Directors with a copy of the agenda and minutes from every Sub Club committee meeting by the 20th of each month.
 - (l) Provide the Board of Directors with a list of all internal and external events the Sub Club is planning on holding over the ensuing 12 months in January each year.
 - (m) Advise the Board of Directors of any disciplinary matters requiring investigation by The Ary involving members of the Sub Club.

(n) Ensure that all members are respectful towards the Ary on all social media platforms. Any negative posts that come to the attention of the Committee are to be referred to the management of the Ary, who may undertake an investigation and if proven, may instigate disciplinary action against the member.

10.3 Following the Sub Club Annual General Meeting, ensure all officials are provided with a copy of this Charter. All officials must acknowledge they have received, read and understood the contents of this Charter by signing the declaration included in this Charter. The Sub Club must ensure that this declaration is submitted to the Board of Directors within 60 days of the Sub Club Annual General Meeting. Failure to adhere to any of these responsibilities and obligations may result in the Board of Directors commencing disciplinary proceedings against any member of the Sub Club involved.

10.4 In accordance with the Constitution of the Ary, any member who is suspended from membership of the Ary is not eligible to:

- (a) Participate in any sub club games or events of the Sub Club.
- (b) Attend and vote at all general meetings of the Sub Club.
- (c) Stand for and be elected or appointed to the committee of the Sub Club.

In accordance with the Constitution of The Ary, any member of the Sub Club who ceases to be a member of the Ary will also cease to be a member of the Sub Club.

11. PROFESSIONAL ASSOCIATIONS

11.1 The committee is to ensure that the Sub Club maintains membership to relevant professional associations.

12. COMMITTEE MEETINGS

12.1 Committee meetings will occur at a frequency determined by the Sub Club. Committee meetings are to be conducted in accordance with the Sub Club By-Laws, this Charter and fair rules of debate.

13. REVIEW OF THE CHARTER

13.1 The Board of Directors will review this Charter in February each year to ensure it remains consistent with the committee's objectives and responsibilities and relevant standards of governance.

Signed: _____ Position: _____

Signed: _____ Position: _____

Signed : _____ Position: _____

Signed: _____ Position: _____

Signed: _____ Position: _____