



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
POLICY STATEMENT
APPOINTMENT OF
COMMITTEES POLICY

POLICY
NUMBER
1.3
July 2019
Version: 1

1. INTRODUCTION

The purpose of this policy is to provide a guideline for the process and procedure by which the City of Bunbury SLSC Board may appoint Committees, Sub-Committees, panels, consultants or groups to deal with particular items or projects from time to time.

The appointment of these committees are considered necessary by the Board for the general running of the club; to maximise the proper advancement, management and administration of the City of Bunbury SLSC; and the advancement of the objects and surf lifesaving in the City of Bunbury SLSC.

2. SCOPE

The policy covers the appointment, composition, membership and general responsibilities of such committees and shall be as prescribed in the City of Bunbury SLSC Constitution specifically clause 32 and any associated policy.

3. DEFINITIONS

'Committee' - A committee shall refer to any subcommittee, panel, consultants, task force or group appointed by the Board.

4. POLICY

- 4.1 The Board shall clearly define the composition, responsibilities, and terms of reference of the committee.
- 4.2 Membership of the committee may be drawn from both members and non-members of the Club.
- 4.3 A City of Bunbury SLSC member appointed to a committee shall retain his appointment only whilst he retains his membership of the Club unless otherwise directed by the Board.
- 4.4 The Board may, at its discretion, remove any member and appointed persons from membership of a committee.
- 4.5 The line of representation to the Board shall be via the Director of Administration or as otherwise directed by the Board.
- 4.6 Minutes, reports, details of all material decisions and recommendations of the committee shall be promptly presented in writing to the Board.



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- 4.7 The Board may request from time to time any other information deemed necessary.
 - 4.8 The Board may in writing, revoke wholly or in part any delegation made by the committee, and may amend or repeal any decision made by the committee.
 - 4.9 It shall be the duty of the City of Bunbury SLSC Director of Administration to refer for consideration and recommendation all matters that relate to the jurisdiction of the committee.
 - 4.10 In the event of any matter coming within the jurisdiction of two or more committees, the President may direct such committees to jointly consider and report and/or recommend to the Board.

5. GENERAL TERMS OF REFERENCE FOR THE COMMITTEE

The general terms of reference for the committee unless otherwise stated by the Board shall be:

- 5.1 Select a Chairperson to represent the committee
- 5.2 The chairperson shall be responsible for the conduct of the committee, the timing of the meetings, agenda minutes and general communication as required by the Board, this policy or associated policies
- 5.3 In the event of the absence of the Chairman from any meeting the meeting shall appoint one of its members to act during such absence.
- 5.4 Unless specified otherwise in this policy, a quorum for a meeting of a committee shall be a simple majority of the members.
- 5.5 A committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Board.
- 5.6 Minutes, reports, details of all meetings and material decisions and recommendations of the Committee shall be promptly presented in writing to the Director of Administration for presentation to the Board at the next scheduled meeting of the City of Bunbury SLSC Board.