



## CAIRNS SAINTS FOOTBALL AND NETBALL CLUB COMMITTEE POLICY

### Purpose

Having an effective club structure for the Cairns Saints Australian Football and Netball Club is important to ensure the club continues to be successful. The committee is a team responsible for managing our club on behalf of its members. Management committee members must understand they do not have individual authority ie; a committee is a collective and individuals must represent the view of the collective. The committee should be well represented within the community and the club itself, ensuring all components of the club are well represented (eg; members from junior AFL, senior AFL and netball). *This policy aligns to Section 11 through to Section 24 of the Constitution.*

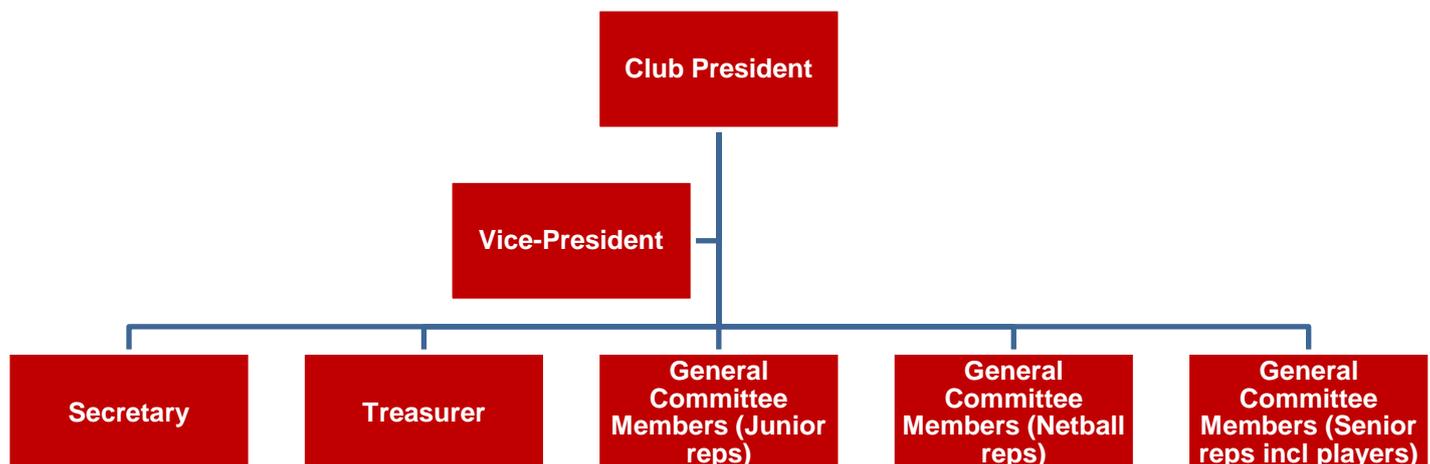
The committee should:

- Conduct the club's long-term planning and strategic direction
- Develop and maintain policies and procedures
- Manage external relationships with relevant stakeholders including sponsors and local council
- Follow up on member recommendations
- Conduct appraisals on the club's performance and key personnel (e.g. coach)

### Committee Structure

The size and structure of a committee will vary each year. The traditional structure includes the formalised tasks and roles of the President, Vice President, Treasurer and Secretary. The committee can also include general committee members that assist in the decision-making process as well as volunteer for other important roles and tasks including sponsorship, social events, fund-raising, merchandise, etc.

The current club structure is as follows:



### Elections

The club committee is elected at the Annual General Meeting (AGM). Nominations are called for and made in writing well in advance of the AGM. During the AGM, all members that have nominated for a position on the committee are to attend and discuss their reasons for nominating for the position including reasons why they would be suitable for a particular role. The current members of the club then vote in confidence for each position at the AGM. The successful candidates are then notified at the AGM and the new members of the

committee are then published in various forms of internal and external media. A handover of positions also takes place for incoming members.

## **Meetings**

### **Annual General Meeting (AGM)**

The Annual General Meeting is held once a year and is the meeting in which the club's committee is elected. Upon commencement of the AGM, current serving members formally step down and the new committee is elected. At the AGM, the club finances are submitted and members review the club's activities over the past year and make plans for the upcoming year. It is important to note that the AGM cannot close until all major positions (Club President, Vice President, Club Secretary and Club Treasurer) are elected.

### **Committee Meeting**

Committee meetings are held on a regular basis throughout the sporting season and generally occur on the second Tuesday of each month. This is up to the discretion of the new Club President and committee members and is subject to change. All members do not need to attend committee meetings, however all club elected committee members must attend the majority of committee meetings for the season.

### **Special meetings**

A Special Meeting occurs as an exception to the regular committee meeting and usually when a vital matter needs an urgent discussion by the whole club or select group from the club. This may include:

- Any disciplinary matters that occur during the season and that require immediate attention
- Changes to the constitution or rules of the club

It is vital to ensure that the appropriate members are aware of the special meeting taking place and any decisions that are made based on disciplinary matters and/or changes to the constitution or rules of the club have been made in conjunction with the club quorum which is the minimum number of people required to make decisions for the club.

### **Chairing meetings**

Prior to the meeting, the Club President should discuss with the secretary the composition of the agenda and ensure that it is circulated well before the meeting, usually one week in advance of the scheduled meeting.

Throughout the meeting the Club President must:

- Note who wishes to speak and indicate when a person may speak
- Is responsible for keeping the discussion to the nominated subject
- Decides when a discussion should close
- Does not usually get involved in the discussion unless their opinion is sought
- Should summarise the issue under discussion to assist in the decision making
- If it is apparent that a decision cannot be made the chairperson would refer the item to a working group for a report at the next meeting

### **Meeting procedures**

Meeting procedures are vital to ensure that a meeting flows smoothly, runs on time and is an effective and fair tool for decision making. Club members should be kept aware of the meeting procedures of their club and be kept informed of any changes.

Meeting procedures are set up to:

- Improve the efficiency in the conduct of the business of the meeting while giving protection to the rights of members present
- Enable every person in the meeting to have an equal right to be heard and to have the opportunity to have their viewpoint considered

- Enable every person present to have an equal right to vote on the issues and to help in the decision making

Meeting procedures include minutes of meeting which is a record of the discussions that take place during a meeting. The minutes of meeting are the responsibility of the club secretary.

## **Motions**

A motion is a formal recommendation put to a meeting for debate, consideration and decision. All items of business or issues requiring a decision must be presented to the meeting as motions which, if passed, will then become resolutions.

All motions should be proposed by the 'mover' in front of the chairperson and then supported (seconded) by another committee member before any discussion can take place on the item. Example: 'Club fees should be increased by 15% next year'.

Once seconded, the chairperson asks the proposer to speak to the motion. Other committee members can also add to the discussion. Once discussion is finished or if there is no discussion, the motion is then put to the meeting for decision. Members vote on whether they agree or disagree with the motion.

All motions carried or otherwise must be minuted. If passed the motion becomes a resolution. It should be minuted as in the following example:

It was resolved that the fees should be increased by 15% next year. MOVED: J.Smith/SECONDED: P.Jones/CARRIED

## **Voting at meetings**

The chairperson must have a clear understanding of the voting rights of members as outlined in the constitution. There are different ways of voting at meetings. The chairperson must decide which is the most appropriate for the decision being reached.

- With a show of hands: The chairperson may say 'Will all those in favour of this motion raise their hands,' followed by 'Will all those who are not in favour raise their hands.' (hands are counted)
- With a verbal note: The chairperson may say 'Will all those in favour say Aye ' followed by "those against say No"
- A ballot vote: This is most often used when electing officers. A slip of paper is given to each member with the list of candidates outlined. The chairperson may ask that the members cross off the names of those they do not support. Slips are collected and a count is made

## **Formal meetings**

When chairing formal meetings the chairperson should ensure that:

- The meeting starts on time
- A few introductory comments are made and the meeting is declared open
- Apologies are called for and read out
- Confirmation is made of the previous meeting's minutes
- Matters arising from the minutes but not necessarily on the agenda are discussed
- Correspondence (inward and outward) is tabled
- Financial statements are presented
- Committee reports are circulated and discussed
- Other reports are presented
- Other matters are raised, if any, during general business

The meeting is formally closed by the chairperson after the arrangements for the next meeting have been made.

### **Informal meetings**

When chairing informal meetings or discussions the chairperson should:

- Reach agreement with the group on the aims of the meeting
- Check that everyone understands the topic to be discussed
- Ensure everyone listens to each other carefully and is not judgmental
- Ensure only one person speaks at a time. Encourage everyone to be objective and keep discussion focused on the issue at hand
- Examine each option individually and objectively and reach a conclusion for that option (which should be recorded for later reference)

### **Brainstorming meetings**

A brainstorming meeting is used when a club is trying to come up with ideas, such as for a project, event or promotional strategy. When chairing a brainstorming session the chairperson should:

- Ensure that suggestions are kept relevant
- Ban all criticism of suggestions
- Allow all suggestions, however different some might be
- Ensure all suggestions are recorded so that all members can see what has been suggested
- Facilitate debate on the value of each individual suggestion
- Encourage members to prioritise suggestions in order of preference
- Encourage the group to select their first option and proceed with planning to delegate specific tasks for follow-up

### **The secretary in meetings**

Before the meeting:

- Arrange the meeting place, admission to the building and use of services such as photocopying, catering, chairs, etc
- In accordance with the constitution, send adequate notice of the meeting to all concerned including the venue, time and date, together with a meeting agenda
- Minutes of the previous meeting should be enclosed if they have not already been sent

At the AGM additional duties may include:

- Collecting reports from club officers
- Advising members of the meeting within a specified time
- Calling for and receiving nominations for club positions
- Arranging for printing of the completed annual report
- Arranging for guest speaker
- Arranging venue, date, times and hospitality

Recording the minutes of the meeting:

- List those present along with apologies given
- Follow the order of the agenda
- State the main issues, points of view put forward, and decisions made
- Full texts of motions are recorded

- List accounts for payment approved, reports received, main points of answers required for correspondence, etc
- Write up the minutes as soon as possible after the meeting
- Circulate the minutes to all committee personnel as soon as possible
- Note points of action that need to be followed up
- Arrangements are confirmed in writing with copies made and filed

## Agenda

The agenda may have been set at the previous meeting. It is usually prepared by the club secretary in consultation with the chairperson. To prevent absenteeism, an interesting and varied agenda should be prepared.

The agenda should be circulated one week prior to the meeting taking place or as close to one week as possible.

## Office bearers

Office bearers are an important part of our club's committee structure. There are 4 mandatory office bearers that are required to participate in our club's committee. These include:

- President
- Vice-President
- Secretary
- Treasurer

The office bearers must be nominated and elected at the AGM and are to be provided with a job description for their nominated position to ensure they are aware of their duties as a committee member. In the case whereby a committee member resigns from the position during the season, a replacement member can be formally appointed during a regular Committee Meeting.

It is strongly recommended that the club include general committee members that can assist with other tasks to ensure the efficient and effective running of the club including sponsorship agreements, merchandise, social events etc. The general committee members have voting rights and are to be nominated and elected as part of the formal election process at the AGM.

Position descriptions for the Committee are available via the following link [<insert link>](#)

**Date of policy:** 26<sup>th</sup> of September 2013

**Review date:** 26<sup>th</sup> of September 2017



Cairns Saints Australian Football Club Inc