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1. General Terms

a. Role

A Sub-Committee is a small group of people assigned to focus on a particular task or area of responsibility.

This allows the Board to ensure that sufficient attention is being paid to the detail of specific issues without one topic dominating the committee agenda at every meeting

A Sub-Committee makes recommendations to the Board for decision. However, the Board may delegate aspects of decision-making to a Sub-Committee. Any decisions made by a Sub-Committee remain the responsibility of the Board.

Not all areas of responsibility of the Board are delegated to Sub-Committees.

b. Definitions

In all places where the word Committee is used in the following sections, the reference is to the relevant Sub-Committee of the Morwell Golf Club.

The Board is the Board of the Morwell Golf Club.

Reference to Women Members is to mean Women Members who have voting privileges and are financial.

Reference to Members is to mean Members who have voting privileges and are financial.

Reference to Sub-Committee Members is to mean those who are on the Sub-Committee.

AGM is the Annual General Meeting of the Morwell Golf Club.

c. Rules

In the absence of any Rule below, or in any circumstance where there is a conflict, the Rules in the Constitution and By-Laws and Policies shall have precedence.

d. Operation

All Sub-Committees shall operate in line with the Club's Rules and Codes of Conduct.



2. Scope / Accountability / Purpose / Responsibilities / Duties

a. Scope

Scope means what is included (refer to specific document).

b. Accountability

The Sub-Committees shall manage the affairs specific to the specific defined areas of responsibilities where this does not conflict with the decisions of the Board and the Constitution and By-Laws.

The Sub-Committees are responsible and accountable to the Board and shall operate in line with the overall strategies and direction of the Board.

Unless power to act has been granted in advance by the Board, all actions at Sub-Committee meetings are recommendations to the Board for adoption.

c. Purpose

The Purpose is the outcome desired (refer to specific document).

The Sub-Committee outcomes and decisions must be consistent with the Club's Vision and Strategic Plan.

d. Responsibilities

The Areas of Responsibility are the key items which the Sub-Committee has influence and / or control over, and for which they must manage (refer to specific document).

e. Duties

The specific Duties are the actions and monitoring that must occur in order for the Purpose to be achieved. They must be reported on in the minutes, which are then reviewed by the Board (refer to specific document).

3. Financial Responsibilities

a. Financial Delegation

The Sub-Committees are expected to operate within any approved budget set at the beginning of the financial year.



The Sub-Committees are expected to provide input to the Board before the beginning of the financial year as to budget requirements.

b. Financial Authority

Expenditures over the amount of \$300.00 are to be authorised by the Board before committing to such payment.

The exception is for the Course Sub-Committee which has an amount of \$500.00 before authorization is required.

4. Sub-Committee Members / Composition

a. Composition

Each Sub-Committee shall have a Board representative as one member.

The Board Representative shall be the intermediary between the Board and the Sub-Committee, and shall convey the Board requirements to the Sub-Committee.

The Board Representative shall report back to the Board the findings and recommendations of the Sub-Committee by means of Minutes of the Sub-Committee meetings.

The number of Members on each Sub-Committee follow defined guidelines (refer to specific document).

Employees may not be members on any Sub-Committee.

Any member of a Sub-Committee must declare any potential conflict of interest to the Sub-Committee and the Board.

b. Appointment

All appointments are for 12 months.

The Board Representative shall be appointed by the Board at the AGM or at the next Board meetings after the AGM.

Prior to each AGM, the Board shall request Expressions of Interest from Members for membership on each Sub-Committee. The Board shall then co-ordinate and communicate the membership of each Sub-Committee at, or prior to, the AGM.



Should any Sub-Committee Member absent themselves from three (3) consecutive Sub-Committee meetings without leave, their seat shall be declared vacant.

5. Meetings

a. Format

Meetings shall be conducted in a formal manner.

All Sub-Committee Members shall be formally advised of when meetings are to be held, and of any significant Agenda items.

Meetings shall be called by the Board Representative.
Sub-Committee Members may also call a meeting.

The meetings shall be chaired by the Board Representative, or nominated person.

50% + one member are to form a quorum.

No business may be conducted unless a quorum of Sub-Committee Members is present.

Any Board Members may attend meetings.

With the Board and Sub-Committee endorsement, other Members / Consultants may attend meetings.

b. Minutes

All minutes shall be formally recorded (in any suitable format).

The minutes of all the sub-committee meetings shall be conveyed to the Club Secretary for the information of the Board.

c. Frequency

Sub-committee meetings shall be held on a regular basis (refer to specific document).

Meetings can also be held on an as-required basis.



d. Voting

Each Sub-Committee member present and entitled to vote is entitled to one vote only and, if the votes are equal, the question is decided so as to maintain the status quo.

Proxy votes (in writing) of absent Members are accepted.

6. Reporting

a. Annual Reporting

An annual report shall be prepared by the Sub-Committee for inclusion in the Club's Annual Reports.

The report will include a summary of the significant achievements during the year and challenges that need to be overcome.

APPROVED