

ACT TRIATHLON

Terms of Reference

ACT Triathlon Clubs Subcommittee

Approved by: Board of ACT Triathlon & Members of the Club's SubCommittee

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1. Purpose

The ACT Triathlon (TACT) Clubs Subcommittee (the Committee) is established to for the purpose of TACT's community development. It is an advisory committee to provide support and advice to the Board of TACT, in relation to the strategic direction and operational delivery of triathlon in the ACT, with the aim of achieving the vision and objectives of TACT.

2. Authority

This subcommittee is established under the authority of the Board of TACT in accordance with clause 21A of the Constitution.

3. Objectives and responsibilities

The Committee shall:

- Assist in the development of policies, calendars and activities which support the delivery of community focused outcomes for triathlon in the ACT.
- Contribute to open and effective communication between TACT and Club members.
- Support the operational delivery of strategic programs within the ACT.

The Committee has the following responsibilities:

- Provide advice and recommendations to the Board of TACT on opportunities for growth and development of triathlon within the ACT.
- Support the development of TACT's annual events calendar, including identifying opportunities for new events and activities which support the growth of triathlon within the ACT.
- Lead and manage dialogue within and between Clubs to facilitate effective, two-way communication between Clubs and TACT.
- Support the coordination and delivery of activities within the ACT in conjunction with the Executive Officer (or equivalent), such as events, coaching programs, junior pathways and development, and social activities.
- Consider and propose opportunities for grant applications to support the delivery of triathlon in the ACT.

The Committee shall NOT:

- Make financial commitments on behalf of TACT.
- Make decisions and recommendations that conflict with TACT's Constitution or policies.

- Make decisions or recommendations which would favour one Club or individual over another.

4. Membership

Composition:

- In accordance with clause 21A(2) of the Constitution, the Committee will consist of a representative from each Affiliated Club. The representative must be an individual member of TACT, and may not be a current member of the Board of TACT.
- A representative from the Board of ACT will sit on the Committee as a non-voting ex officio member.
- TACT's Executive Officer (or equivalent) shall serve as an ex officio member and secretariat for the Committee.

Chair:

The Committee will elect one of their number as Chair for a period of 12 months.

Should the Chair be absent (and no deputy or acting Chair has previously been appointed), the members present at the meeting may elect one of their number to chair the meeting until the Chair is present.

The role of the Chair is to:

- Determine the agenda for Meetings in conjunction with members;
- Chair meetings and take reasonable steps for the proper functioning of the Committee, including proper conduct of meetings and an appropriate level of discussion;
- Advise the Board of TACT of the Committees recommendations and report to the Board, as requested on behalf of the Committee.

Term of Appointment:

Members of the Committee will hold their position for 12 months, or until a successor is appointed in the case of a casual vacancy.

There is no restriction on the number of consecutive terms for members of the Committee.

Appointment Process:

Affiliated Clubs will nominate their representative as soon as practicable after TACT Annual General Meeting.

The Board of TACT will nominate their representative at the first Board meeting after the TACT Annual General Meeting.

Responsibilities of individual members:

- Committee members are expected to report the substance of Committee discussions that have occurred or are occurring to the Club which they represent.
- They are expected to obtain feedback to better inform the Committee's deliberations to support the objectives of the Committee.
- They should avoid attribution to individuals.

5. Meetings

- The Committee shall meet at least quarterly but may meet more frequently as necessary to undertake its role effectively.
- The Chair may call meetings and will call a meeting if required by the Board of TACT.
- Notice of each meeting confirming the date, time, venue and agenda will be provided at least seven (7) business days in advance of the meeting to allow members a reasonable opportunity to prepare and attend the meeting.
- Meetings may be held electronically (i.e. via Microsoft Teams).

Minutes:

- Minutes of all proceedings and decisions of the Committee shall be made and circulated to the members of the Committee and each Board Member as necessary.

6. Reporting

The minutes of the meeting shall be provided in the papers for the next TACT Board meeting. The Board's ex officio member shall provide a report (orally or in writing) to the Board of TACT for consideration.

The Board of TACT may request the Chair of the Committee to attend its meeting to provide further information.

7. Decision making

Decisions and recommendations shall be made by consensus where possible. Where consensus cannot be reached, the Committee shall provide options and recommendations to the Board of TACT for decision.

8. Confidentiality

- While Committee members are expected to report the substance of Committee discussions that have occurred or are occurring to the Club which they represent, Committee members will maintain confidentiality of the specifics of discussions and deliberations of the Committee to promote honest interactions

within the Committee, including by avoiding attribution of specific commentary, positions or argument to individual members.

- This does not prevent Committee members from providing general information back to their Club Boards/Committees which is a function of their membership of the Committee.

9. Review and assessment

- These Terms of Reference shall be reviewed biennially by the Board of TACT and adjust in consultation with the Committee.
- The Board of TACT will evaluate the performance of the Committee as part of the Terms of Reference review to ensure that objectives are being fulfilled.