

Committee Charter

An effective way to communicate with all your club members is by developing a clear and concise *Committee Charter* based on your Constitution. This document will inform your members of the key responsibilities of the committee and what you hope to achieve over the next 12 months, it should also detail any limitations.

(This statement can be placed under a tabbed heading) with a link to – a detailed document “Committee Charter Examples”.

Committee Charter Examples

Role and Responsibility

Conflict happens within clubs when members are not informed of the committee's purpose and ITS authority is unclear. Setting out a Committee Charter helps to define the role and responsibilities.

Examples of statements used in these types of documents may include:

- ✓ Create a club environment giving all members an opportunity to develop to the best of their ability
- ✓ Balance and develop the skills within our committee
- ✓ Develop annual plans – risk management, funding, infrastructure
- ✓ Proactively manage our funding and sponsorship relationships
- ✓ Set budgets and manage funds appropriately
- ✓ Provide strong leadership to all members of the club
- ✓ Manage the club governance to the highest of standards
- ✓ Ensure accountability to members at all times
- ✓ Develop and promote the highest standard of sport possible
- ✓ Improve and increase coaching levels within the club
- ✓ Ensure competition and selection trials are held in a fair and equitable manner
- ✓ Work at reducing anti-social behaviour
- ✓ Create a safe and healthy environment for all members
- ✓ Listen to the issues and concerns of all members within the club
- ✓ Address and follow up issues and concerns of members
- ✓ The committee will follow the Constitution and By-Laws and make decisions in the best interest of its members

A Club Charter Example:

We are a committee elected by its members and as such, we will work within the confines of the Club Constitution and our activities will be transparent and accountable to all club members. To achieve our charter we will:

1. Our website will be maintained and provide members with current and relevant information including governance documents
2. We encourage input and feedback from all our members in relation to club policies and procedures
3. Copies of our minutes, decisions and club plans will be published on the club website
4. We will seek funding and sponsorship over the next twelve months for the clubhouse extension