Club Procedure MARGOV005
Board Advice to Committees

Endorsement Date:	9th November 2020
Guideline Topic:	Board Advice to Committees
Guideline Number:	MARGOV005
Document Version Control:	Draft 1.0

1.   Purpose and Background

1.1   This procedure provides guidelines to ensure the Board's expectations for Committees are clearly communicated.

1.2   The procedure will allow for a clear two way communication process to be established following the annual election of the Board, committees and sub-committees.

1.3   This process will form part of the governance framework to be delivered to all relevant Club Officers.

2   Policy Statement

2.1   A meeting will be conducted at the commencement of each season with committees and sub-committees articulating the strategic vision, governance and operational requirements for the Club.

3.   Applicability

3.1   This procedure applies to appointed/elected officers of the Marcoola Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Board.

4.   Statutory/Constitution/By-Laws Requirements

4.1   This procedure specifically relates By-Laws Section 5.1 (d).

5.   Procedures

5.1   Following the Club's Annual General Meeting, nominated Board Members will attend each committee and sub-committee and provide advice on the following:

    5.1.1   The Boards expectations, including reporting requirements;

    5.1.2   A full explanation of the committee's roles and functions and where the committee/subcommittee fits within the Club's overall structure; and

    5.1.3   Outlining governance issues including but not limited to child protection; expenditure; governing policies and procedures.

5.2   The committee members will be encouraged to ask questions to ensure they fully understand their roles and governance requirements.

5.3   The committee will be provided the name of their Board Liaison Officer who they can contact at any time during the season for advice.

Authority

Peter Hourn
President