

USASA Clubs Committee

Terms of Reference

Functions and Delegated Authority

The committee's purpose is to assist the USASA Board with approval and on-going surveillance of:

1. Matters relating to the clubs associated with USASA
2. Matters the Board may refer to the Committee from time to time in connection with USASA events

The Committee shall make recommendations to the Board on all matters unless the Board expressly delegates authority to the Committee to make decisions. These terms of reference should be reviewed at least once a year by the Committee with recommendations for changes made to the Board.

Membership

The committee will consist of at least two self-nominated Board members, with one of these members acting as convenor. These positions should be filled as soon as practical after the election of a new board. The President, CEO and Clubs Staff are ex-officio members of the committee.

USASA Club Executives may also nominate to attend clubs committee meetings. Attendance of Club Executives must be confirmed by communication with the Committee Convenor prior to commencement of the meeting. All clubs are invited to attend the meeting, with a maximum of one club executive per club.

Other participants may attend the committee meetings for input as required.

Chair

The convenor of the committee will be responsible for organising of all meetings and will act as chair.

Frequency of Meetings

The Committee should meet every two months or as reasonably required.

Quorum

Quorum will be half the total number of filled representative positions of the Committee.

Decisions Made by the Committee

The committee will make resolutions to issues based on a majority vote of the members present in the meeting. Ex-officio members will have voting rights. USASA Clubs Staff will have voting rights. Each club in attendance will have voting rights, with one vote to be given to each club in attendance. Other participants may attend meetings and give input but will not have voting rights.

Record of Meetings

The minutes of the meetings are to be recorded by a member of the Clubs Committee, either through self-nomination or appointment.

Reporting Mechanism

The convenor will be responsible for submitting a report for the next board meeting subsequent to the Committee Meeting.

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