



Competitions and Events Committee Terms Of Reference

Purpose

The Competitions and Events Committee provides support to SV in the development and delivery of state competition models, programs and events.

Key Result Areas

The key responsibilities of the Competitions and Events Committee are identified in SV's Business Plan, and broadly encompasses the development of programs to support the grassroots pathway for Coaches and Athletes.

Membership

The Competitions and Events Committee will comprise:

- A Chair, appointed by the Board
- Maximum of five general members
- SV Staff as required

All members must be financial Members of Softball Victoria.

The Competitions and Events Committee will recommend individuals for appointment by the Executive Officer to fulfil Recognised Volunteer Positions. These individuals may be members of the Competitions & Events Committee

Meetings

The Competitions and Events Committee will meet a minimum of four times annually, and at the direction of the Chair or Executive Officer.

Meetings will be scheduled with a minimum of four weeks' notice.

An Agenda set by the Chair in consultation with the EO, will be circulated at least one week prior to the scheduled meeting, along with all supporting documentation.

Minutes will be distributed within the week following the meeting. The Chair is responsible for ensuring a committee member is able to minute the meeting.

A quorum consists of at least 3 members, of which one must be the Chair.

Decisions will be reached on a simple majority basis. All decisions must be approved by the EO, in accordance with the Business Plan. Any recommendations for activities outside the scope of the Business Plan will be submitted to the EO who will present them for Board approval.

Delegated Authority

The Competitions and Events Committee has authority to make decisions to implement the approved work plan within the constraints of the budget. A list of decisions are required as part of the reporting process to the EO.

Within reason, expenses incurred, whilst undertaking allocated tasks, by Committee members will be met by SV, providing prior approval is obtained from the EO before incurring the expense/s. Reimbursement will be paid upon approval by the EO and in accordance with relevant SV financial policies.

Committee members should not purchase items and/or charge to SV for payment, receive any funds on behalf of SV or enter into any agreement/s without the prior authority of the EO.