



Governance Committee Terms Of Reference

Purpose

The purpose of the Governance Committee is to ensure that the board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development, recruitment strategies, training programs, monitoring of board activities, and evaluation of board members' performance.

Key Result Areas

The key results areas for the Governance Committee are:

- Annual Board compliance calendar in place (performance evaluations, recruitment etc)
- Annual policy review
- Policy workshops as needed
- Recruitment of key individuals to fulfill roles for key activities and adhoc committees in relation to member protection, disputes and grievances

Membership

The Governance Committee will comprise:

- A Chair, appointed by the Board but not the Board President or Board Chair
- Minimum of two Board members
- Maximum of four general members appointed by the Board for their expertise in this area

All Members (excluding Board Members) must be financial Members of Softball Victoria.

The Governance Committee will recommend individuals for appointment by the Board to manage grievances, disputes, complaints and member protection issues. These individuals may be members of the Governance Committee.

The Governance Committee can utilize SV staff if and when necessary to complete work.

Meetings

The Governance Committee will meet a minimum of once annually, with additional meetings scheduled as needed, and at the direction of the Chair or Board.

Meetings will be scheduled with a minimum of 6 weeks' notice.

An Agenda set by the Chair will be circulated at least one week prior to the scheduled meeting.

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 a Board member.

Decisions will be reached on a simple majority basis and formally documented as a recommendation to the Board in the minutes.

Delegated Authority

The Governance Committee is a Standing Committee of the Board. All Governance Committee decisions are to be presented to the Board for ratification, unless otherwise directed by the Board.