



TERMS OF REFERENCE

Brisbane North Netball Inc.

Operations Committee

1. ESTABLISHMENT

- 1.1 The Operations Committee (OC) has been established by the Board of Brisbane North Netball Inc (Club) in accordance with the clause 24 of the Club Constitution
- 1.2 The OC is a sub-committee of the Brisbane North Netball Board (Board) and receives its powers and delegation from the Board in accordance with clause 24 of the Constitution.
- 1.3 The OC will ensure the delivery the Club's Operational requirements as prescribed in the Club Participation Agreement (CPA) for the Sapphire Series Competition along with the Strategic Plan of the Club. The Board will provide strategic direction and expert advice to support the OC.

2. ROLE AND PURPOSE

- 2.1 The OC shall support the strategic objectives of Club and the Board, by:
 - (a) Assisting the Board with allocated operational tasks;
 - (b) Be responsible for ensuring their Associations' members are fully aware in a timely fashion about the opportunities offered by the Club for fans, players, coaches and umpires;
 - (c) Attending Club events and assisting with management, delivery and administration of those events;
 - (d) Identifying new initiatives that would benefit fans, players, coaches and umpires
 - (e) Exploring their own networks and actively exploring the networks within their Associations to identify potential sponsors or fundraising initiatives to assist with Club finances;
 - (f) Making recommendations to the Board
 - (g) In collaboration with the Operations Manager, support the day to day operations of the Club in relation the Sapphire Series Club Participation Agreement requirements
 - (h) To act as the conduit between the Club's Affiliated Associations and the Club Board
 - (i) To deliver the Objectives of the Club's Strategic Plan
 - (j) To stay abreast of current trends in participation and community engagement strategies in Sport to ensure the sustainability and growth of the Club and its Affiliated Associations

3. COMPOSITION

- 3.1 Members of the OC shall be appointed by the process outlined in Clause 24 of the Constitution.
- 3.2 The composition of the OC shall include up to seven (7) members:
 - (a) One member who is a current Board director, or representative of the Board; and



- (b) Six members with the requisite experience, skills and expertise who may be nominated by their respective Associations and meet the criteria outlined in Clause 2.3.
- 3.3 When considering the appointment of members to the OC, the Board shall have regard to creating a skills-based and balanced committee. Criteria, experience and desired skills include:
- Meet the appointment criteria described in the constitution, and;
 - Ensure gender and age diversity on the committee, and;
 - A sound knowledge of the sport, NFP and/or government sectors, and;
 - have a sound knowledge and experience in one or more of the following areas:
 - Sport Participation Strategies, or
 - Customer Experience and Engagement, or
 - Marketing and Promotion, including the use of digital platforms, or
 - Competition Management, or
 - Commercial acumen, or
 - Talent identification, development and management.
- 3.4 The OC and/or Board may invite additional experts to participate in meetings and provide advice to OC where appropriate and as may be considered necessary from time to time. Such invitations of experts shall be undertaken by the Chair of OC with approval from the Chair of the Board.
- 3.5 Unless otherwise advised in writing by the Chair of the Board, the following Club staff will receive a standing invitation to participate in all meetings and advise the OC but possess no voting rights:
- (a) Operations Manager;
 - (b) Club Head Coach

4. TERMS OF APPOINTMENT

- 4.1 The member of the OC drawn from the Board under Clause 2.2 will serve on the OC concurrent with their term as director on the Board. If, and when such a member's term as a director of the Board expires so too does their membership of the OC. This clause does not prevent such a member being re-appointed to the OC provided that their eligibility as a director of the Board remains intact. Nor does it prevent a former Board member being nominated by their respective Association for a position on the OC without being a member of the Board.
- 4.2 The other members of the OC are appointed to serve a term of one-year from their date of appointment.
- 4.3 Any individual person appointed to the OC can serve a maximum of four consecutive (4) years on the OC.

5. VACANCIES

- 5.1 Casual vacancies that arise on the OC must be filled by the Association from which the vacating member was a member. The Association may request the Board to nominate an appropriately skilled person to fill the role until the end of the current term of appointment.

6. COMMITTEE CHAIR AND DEPUTY CHAIR

- 6.1 The OC Chair will be appointed by the Board.



- 6.2 The term of the appointment of the OC Chair is one year.
- 6.3 The OC may appoint a Deputy Chair, at its discretion.
- 6.4 The term of the appointment of the OC Deputy Chair is one year.

7. PROCEDURES and MEETINGS

- 7.1 To control and monitor the responsibilities listed above the OC shall meet monthly from January through to October annually. The schedule of meetings will be determined at the first meeting and adhered to unless agreed by the majority of the OC
- 7.2 The OC Agenda for meetings shall be:
 - (a) Opening
 - (b) Attendances;
 - (c) Apologies;
 - (d) Disclosure of Interests
 - (e) Declaration of Confidentiality
 - (f) Confirmation of Minutes of Previous Meeting;
 - (g) Business Arising;
 - (h) Correspondence;
 - (i) Budget Issues;
 - (j) Strategic Plan;
 - (k) Reports;
 - (l) General business;
 - (m) Next Meeting Date; and
 - (n) Closure of Meeting.
- 7.3 The OC or Board may co-opt members to assist with special projects or events. These co-opted members will not have voting rights at any meetings.
- 7.4 Each Affiliated Association has one (1) vote on the OC and the Board member has the casting vote, only if required.
- 7.5 The Operations Manager should provide a written report to the Chairperson of the OC at least seven days prior to this meeting. The report should be circulated to OC members to allow for an effective meeting. The Operations Manager's report should include, but not be limited to:
 - (a) General Operational Matters,
 - (b) Community Engagement
 - (c) Social Media Engagement



- (d) Budget Update
- (e) Risk Update.

- 7.6 Draft Minutes are to be forwarded to all OC members for their approval and confirmation of correctness of the Minutes within 3 days by the Secretary
- 7.7 The OC shall report to the Board within 14 days of their meeting
- 7.8 Once the Minutes have been approved, a signed copy should be forwarded to the Board Secretary for consideration at the next Board Meeting.
- 7.9 Resolutions or recommendations for consideration by the Board shall be provided and should include a rationale to support the resolution or recommendation.
- 7.10 Notice of meetings must be provided at least one week before the scheduled meeting date unless otherwise agreed by all OC Members;
- 7.11 A quorum for the OC shall be at least four members and at least one of these members must be a Board member.
- 7.12 The Operations Manager, or representative, must be present at all meetings unless otherwise agreed by the Chair of the Board.
- 7.13 The OC may meet in any manner as agreed by all OC Members which includes telephone, video, Skype and other means.

8. SECRETARY

- 8.1 The OC shall appoint a Secretary from within the OC and this. The duties of the Secretary shall include:
 - a) Organise and minute all OC meetings;
 - b) Keep accurate records of agendas, minutes and actions;
 - c) Support the OC Members with action tasks or as required by the Chair;
 - d) Advise the OC and participate in discussions with the OC; and
 - e) Manage, on behalf of the Chair communication from the OC to the Board, and from the OC to Members of the Club.

9. ANNUAL REVIEW

- 9.1 The OC shall provide to the Board a report of its activities each year
- 9.2 The Board shall review the activities of the OC on an annual basis.

10. LIMITATIONS

- 10.1 The following limitations apply to the OC:
 - a) The OC may adopt and operate to policies provided that any such policy is approved by the Board.
 - b) The OC may not sub-delegate any power, duty or responsibility without prior written approval of the Board.



- c) The OC shall otherwise operate in conformity with the By-Laws, Code of Ethics and relevant policies.

10.2 The OC must, in the exercise of its powers or otherwise, at all times conform to any directions or regulations that may be prescribed by the Board.

11. CONFLICT OF INTERESTS

11.1 The nature of any interest of each member must be declared by the member at the commencement of each meeting of the OC at which the contract, arrangement or interest is first taken into consideration. If an OC member becomes interested in a matter after it is made or entered into, the declaration of that interest must be made to the OC Chair as soon as practical.

11.2 A general notice that an OC member has an interest in any matter is to be regarded as interested in all transactions involving that matter unless otherwise clarified and is a sufficient declaration.

11.3 Any declaration made or any general notice given by an OC member must be recorded in the minutes of the OC.

11.4 An OC member, notwithstanding any interest, may be counted in the quorum present at any meeting but not participate in discussion or vote in respect of any contract or arrangement in which the OC member has an interest.

12. CONFIDENTIALITY

12.1 All matters discussed at the OC meetings together with all material provided to The OC members and any attendees is confidential. Such material can only be provided to another party with the written permission of the Chair of the Board.

12.2 All OC members will be required to sign a confidentiality agreement.

13. REVOCATION OF POWERS

13.1 The Board may in its sole discretion recall or revoke any powers or any delegation or any appointment provided to the OC.

13.2 The Board may in its sole discretion amend or repeal any decision made by the OC.

13.3 Members of the OC may withdraw from membership of the OC by written notification to the Chair.

Authority

Rachelle Swan
President

Richard McInnes
Netball Queensland