



## Golf NSW Advisory Committee Charter

**26 June 2016**

## 1. INTRODUCTION

- 1.1. The Board of Golf NSW (the Board) has established an Advisory Committee (the Committee) in accordance with the Constitution of Golf NSW (the Constitution).
- 1.2. This Charter sets out the Committee's purpose, roles and responsibilities, membership, selection process, term of appointment and administrative arrangements.
- 1.3. The Board may review the Charter at any time, but as a minimum it will be reviewed annually. In the absence of such review the current charter will remain in effect.
- 1.4. The Advisory Committee may recommend changes to this Charter to the Board of Golf NSW.

## 2. PURPOSE

- 2.1. The purpose of the Committee is to provide the Board with strategic advice and input relating to:
  - the promotion, marketing and growth of the game of golf in the State;
  - the decision making processes of the organisation; and
  - Golf NSW's current and future priorities.
- 2.2. The Committee may make such recommendations and reports to the Board that it considers fit or as may be requested from time to time by the Board provided such recommendations and reports will not be binding on the Board.

## 3. ROLES AND RESPONSIBILITIES

- 3.1. The Committee is directly responsible and accountable to the Board for the exercise of its roles and responsibilities.
- 3.2. The role and responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the Board from time to time.
- 3.3. In discharging their responsibilities, the Committee members have a duty to act in the best interests of Golf NSW as a whole, irrespective of personal, professional commercial or other interests, loyalties or affiliations and to take the organisation's interest into consideration when discussing issues or making any recommendation to the Board. Each Member of the Committee is expected to:
  - keep themselves up to date about the operations of Golf NSW to the extent required to carry out his or her responsibilities on the Committee
  - contribute the time needed to study and understand the papers provided
  - behave honestly and with integrity
  - apply objectivity and good judgment
  - treat everyone with respect and courtesy, and without harassment
  - recognise and avoid conflicts of interest, and, to properly disclose and manage such conflicts if they arise
  - not to make improper use of his or her position for personal gain (or the gain of another person) or to the detriment of Golf NSW
  - not to make improper use of information gained in the course of his or her duties as a Member of the Committee for personal gain (or the gain of another person) or to the detriment of Golf NSW
  - not to make public statements, on behalf of Golf NSW unless delegated to do so by the Board
  - behave in a way that upholds the integrity and good reputation of Golf NSW

## 4. MEMBERSHIP

- 4.1. The Board will appoint a Committee of no more than 18 members after seeking expressions of interest.
- 4.2. In accordance with the Golf NSW Constitution the membership of the Committee should include:
- (a) not less than eight females, of whom:
    - (i) four should be Registered Players at an Affiliated Club in the Sydney Metropolitan Area with a principal place of residence in the Sydney Metropolitan Area;
    - (ii) four should be Registered Players at an Affiliated Club in a Country District Golf Association with a principal place of residence outside the Sydney Metropolitan Area;
  - (b) not less than eight males, of whom:
    - (i) four should be Registered Players at an Affiliated Club in the Sydney Metropolitan Area with a principal place of residence in the Sydney Metropolitan Area;
    - (ii) four should be Registered Players at an Affiliated Club in a Country District Golf Association with a principal place of residence outside the Sydney Metropolitan Area.
- 4.3. In addition to the target groups identified in paragraph 4.2, the Board may appoint up to an additional 2 members to the Committee at any time. It is not necessary for these appointees to have responded to the expressions of interest.
- 4.4. The following people involved in the golf industry could potentially have the appropriate knowledge, experience and skills to make a positive contribution to the Committee:
- Men's Club Captain – Country DGA Club
  - Club Captain – Metropolitan Club (Large Private Club)
  - Club Captain – Metropolitan Club (Small-Medium Club or Council Course)
  - Women's Club Captain – Metropolitan Club
  - Women's Club Captain – Country DGA Club
  - Official from a Men's District Golf Association (President, Secretary or Captain)
  - Official from a Women's District Golf Association (President, Secretary or Captain)
  - Club Official from a Sand Green Course
  - Teaching or Club Professional
  - A member of a Club or District Golf Association with responsibility for junior golf
  - General Manager or Chief Executive from a Metropolitan Club
  - General Manager or Chief Executive from a Country DGA Club
  - Representative from Jack Newton Junior Golf
  - A Course Superintendent
  - A representative from Golf Management Australia – NSW Division
- 4.5. It is recognised that this is not a complete list of potential people who could make a positive contribution to the Committee and that the knowledge, experience and skills required in the Committee will change from time to time.
- 4.6. The Advisory Committee will elect a Chairman for the Committee. In the absence of a Chairman for the Advisory Committee the Chairman of Golf NSW (or delegate) will act as Chairman of the meeting.
- 4.7. The Board of Golf NSW has the authority to appoint any person to the Committee to fill a casual vacancy.
- 4.8. In accordance with the Golf NSW Constitution the Chairman of Golf NSW (or delegate) and Deputy Chairman of Golf NSW (or delegate) are ex officio on all Committees.

## **5. EXPRESSION OF INTEREST PROCESS**

- 5.1. Any person can be appointed to the Committee.
- 5.2. The Board will call for Expressions of Interest for appointment to the Committee annually in October by:
  - publication of an appropriate notice on the Golf NSW website
  - publication of appropriate advice in Drop Zone
  - any other form of communication that the Board deems appropriate.
- 5.3. Applicants will be required to complete a formal Expressions of Interest form.
- 5.4. In addition to the Expressions of Interest process, an Affiliated Club, District Golf Association or other golfing body or person may nominate a person to be on the Committee. Such a nomination would need to include the nominee's consent to be a member of the Committee and background information on their knowledge, experience and skills for appointment. The Board may request additional information if deemed necessary.
- 5.5. The last date for receipt of an Expression of Interest or nomination from an Affiliated Club, District Golf Association or other golfing body will be the last Friday in October.

## **6. SELECTION PROCESS**

- 6.1. Applications will be assessed based upon their interest, knowledge, experience and skills relating to:
  - An understanding of the roles of Golf NSW, Districts and Affiliated Clubs in administering golf in the State
  - Experience in administering golf or a similar high profile sport at a Club, District or State level
  - The key focus areas and deliverables in Golf NSW's Strategic Plan as varied from time to time
  - Additional areas as identified by the Board from time to time.
- 6.2. All applicants (i.e. EOIs or Nominations) for membership of the Committee will be assessed by a selection panel consisting of three Board representatives and the Chief Executive Officer of Golf NSW. The selection panel will provide its recommendations to the Board.
- 6.3. The Board will be responsible for appointing all members.
- 6.4. The Board reserves the right to identify and appoint any person who may not have been an initial applicant where:
  - the required knowledge and skills of the Committee is not available from the suitable applicants; and/or
  - the number of suitable persons for appointment in a target group in paragraph 4.2 has not been met.
- 6.5. The decision by the Board on the appointment of persons to the Committee will be final with no review provision.

## **7. TERM OF APPOINTMENT**

- 7.1. Appointments to the Advisory Committee will be made as soon as reasonably practical following the Golf NSW Annual General Meeting.
- 7.2. The maximum term of each appointment is for a period of one year.
- 7.3. Appointments will commence from 1 December and will conclude at the completion of the Annual General Meeting of the following year or at such other time as determined by the Board of Golf NSW.
- 7.4. A person can be re-appointed to the Advisory Committee for a further term or terms.

## 8. ADMINISTRATIVE ARRANGEMENTS

### **Meetings**

- 8.1. The Advisory Committee will hold meetings at least three times each year and additionally as the Board considers necessary.
- 8.2. Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion. At a minimum, the first Committee meeting following the appointment of the Committee each year, must be held face-to-face at the offices of Golf NSW.

### **Secretariat**

- 8.3. The Chief Executive Officer (CEO) of Golf NSW or another person approved by the Chairman of Golf NSW will undertake the duties of secretariat.
- 8.4. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated to Committee members at least 5 working days before the meeting, and ensure the minutes of the meetings are prepared and maintained.
- 8.5. The draft Minutes of the meeting are to be prepared within 7 working days of the meeting and provided to the Chairman of the Meeting. Within a further 7 working days the Chairman of the Meeting will approve the draft minutes. Following approval of the draft Minutes by the Chairman of the Meeting, the Minutes are to be circulated to each member of the Committee and Committee observers and the Board of Golf NSW.
- 8.6. The Minutes of meeting are to be considered at the Committee's next meeting and ratified by members in attendance and signed by the Chairman of the meeting.

### **Attendance at Meetings and Quorum**

- 8.7. A quorum for the meeting is for 50% of members plus 1 to be present.
- 8.8. The Committee or the Board may invite other people, including staff of Golf NSW, to attend Committee meetings as it sees fit, and consult with other people or seek any information it considers necessary to fulfil its responsibilities.
- 8.9. Decisions required at any meeting shall be determined by a majority of votes of the members present.

### **Conflicts of Interest**

- 8.10. Each year following appointment Committee members will complete a Deed of Confidentiality and provide a written declaration to the Chief Executive Officer stating they do not have any conflicts of interest that would preclude them from being members of the Committee.
- 8.11. Committee members must disclose any conflicts of interest at the commencement of each meeting. Details of any conflicts of interest should be appropriately minuted. Where members or observers at Advisory Committee meetings are deemed to have a real, or perceived, conflict of interest they should be excused from Committee deliberations for that meeting or agenda item where a conflict of interest exists.

### **Induction**

- 8.12. New members will receive relevant information and briefings in relation to their appointment to assist them to meet their Committee responsibilities.

**Reporting**

- 8.13. The Chairman of the meeting will provide a written report to the Board after each meeting within a reasonable period but at a minimum at the next Board meeting following each Committee meeting.
- 8.14. The Minutes of all Committee meetings shall be circulated to the members of the Board. Supporting schedules and information reviewed by the Committee will be available for examination by any Board member upon request to the Chair of the meeting.
- 8.15. Golf NSW's annual report shall include a statement describing the activities related to the Committee.

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