

## **TERMS OF REFERENCE BOWLS ACT MATCH COMMITTEE**

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### **Committee Name**

Bowls ACT Match Committee (MC)

### **Type**

The MC is an advisory sub-committee that reports to the Bowls ACT Board of Directors (“the Board”) in accordance with clause 22.4 of the Constitution.

### **Purpose**

The purpose of the MC is to:

1. Provide recommendations and advice to the Board, and Executive Officer (EO), on strategic and/or policy matters relating to the conduct of Pennant and Championship events conducted under the auspices of Bowls ACT.
2. Assist the EO in relation to the planning, preparation, conduct and review of Pennant and Championship events.

### **Duties**

1. Provide recommendations to the Board to assist it in ensuring that Bowls ACT Pennant and Championship events are conducted efficiently, effectively and fairly, in accordance with the needs of the Association and its members.
2. Alert the Board to any matters that may put the Board, its staff, or its members, at risk (legally, financially, or otherwise), in relation to the conduct of on-green events conducted by Bowls ACT.
3. Develop proposals to improve Bowls competitions in the ACT region (including, but not limited to, those that increase participation, have positive economic impact, and improve participant health, welfare and enjoyment of the game).
4. Provide input and/or recommendations on the development of the draft annual Calendar of Events (COE), and review and edit the Conditions of Play (COP) annually, and on an ‘as needed’ basis.
5. Provide advice on operational matters or rules interpretations that are not covered by the Laws of the Sport, the Domestic Regulations, BA and BACT policies, or the COP (or where they are covered, but the interpretation is not clear).

### **Authority**

The Chair of the MC will be the point of contact with the Board, through the Executive Officer (and vice versa). The Board will review and make decisions on MC recommendations. Recommendations made by the MC will not be binding on the Board.

The Executive Officer is the appointed Liaison Officer with Bowls Australia, and the designated first point of contact for queries pertaining to MC.

### **Membership**

Members of the MC will be appointed by the Board annually, and will hold their position until the next Annual General Meeting, or until a successor is appointed in the event of a vacancy occurring. The Chair of the Committee will be appointed by the Board.

Any registered member is entitled to nominate to be a member of the MC. Members appointed to the MC will be expected to abide by the Bowls ACT Code of Conduct, recognise and address any

actual or potential conflict of interest where required, have access to electronic communication methods, and be in a position to respond in a timely manner to requests for assistance.

The MC will consist of up to 4 members. As per the Bowls ACT Constitution, where possible, a gender balance will be maintained. While a member of the Board may be a member of this Committee, he/she will not represent the Board in any deliberations.

The MC should comprise a minimum of 3 members.

The President, or his/her nominee, will be an ex-officio member of the MC, but does not count as a member when determining a quorum or minimum number of Committee members.

### **Meeting arrangements**

Face to face meetings will take place as required. The MC is encouraged to utilise electronic media (when appropriate) to discuss issues. All discussions should remain confidential between the MC members, notwithstanding that the MC will keep the Executive Officer abreast of any issues being addressed by the MC.

A quorum will consist of 50% of the appointed committee members.

A record summarizing issues and any outcomes of MC deliberations will be forwarded to the Executive Officer and all MC committee members.

### **Reporting**

The Chair of the MC will prepare a bi-monthly report which will be tabled at the next Board meeting unless, at the discretion of the Executive Officer, it contains matters that need to be addressed urgently.

### **Resources**

The Chair of the MC is to liaise with the Executive Officer to organise resources to undertake the duties of the committee.

### **Review**

These Terms of Reference will be reviewed by the Bowls ACT Board on an annual basis, prior to appointing the MC at the time of the AGM.

Date: September 2017