



## **BOWLS TASMANIA SOUTH**

# COMMITTEES POLICY

### **RELATED POLICES:**

- BTS Constitution
- BTS Disciplinary Policy
- DRAFT - BTS Match Committee Protocol
- DRAFT - BTS Officiating Panel Protocol
- DRAFT - BTS Finance Committee Protocol
- DRAFT - BTS Conditions of Play Protocol
- DRAFT - BTS Greens Advisory Committee Protocol

**RESPONSIBLE OFFICERS:** BTS Secretary

**AUTHORITY:** BTS Board

**APPLICABLE FORMS:**

**APPROVED:** April 2022

**REVIEW DATE:** May 2024

## 1. RATIONALE

- 1.1** For the efficient operation of specific functions of the Association the delegation of certain responsibilities to a committee is an effective time management strategy for the BTS Board.
- 1.2** Committees can give greater attention to important issues than is possible for the full Board.
- 1.3** Committees are an effective way to distribute the workload and allow more detailed consideration of specific matters.
- 1.4** Committees should only exist for a specific purpose.

## 2. STANDING COMMITTEES

- 2.1** BTS shall have the following standing committees:
  - a.** The BTS Match Committee.
  - b.** The BTS Officiating Committee.
  - c.** The BTS Coaches Committee.
  - d.** The BTS Finance Committee.
  - e.** The BTS Conditions of Play Committee.
  - f.** The BTS Greens Advisory Committee.
- 2.2** Separate protocol statements for each standing committee will provide operational guidelines and establish the limits of authority granted to each committee by the Board.

## 3. DISCIPLINARY COMMITTEES

- 3.1** In accordance with the BTS Disciplinary Policy, a BTS Complaints Committee will form when a matter is referred to it by the BTS Secretary. This committee will consist of the BTS Deputy President, the Chair of the BTS Match Committee and one other member of the Match Committee.
- 3.2** In accordance with the BTS Disciplinary Policy, the Board may appoint a Tribunal Panel as required from a pool of candidates who are not also members of the BTS Board or the BTS Match Committee.
- 3.3** The BTS Complaints Committee and a Tribunal Panel will be guided by the BTS Disciplinary Policy in the execution of their duties.

#### 4. TEMPORARY COMMITTEES

- 4.1** The Board may establish temporary committees as and when needed per clause 16 of the BTS Constitution. An example of a temporary sub-committee is an Appeals Committee formed for the singular purpose of considering the merit of a challenge to a penalty or ruling already imposed by either the BTS Match Committee or a Tribunal Panel.
- 4.2** Temporary committees will take their authority from written directions and limits of authority established by the Board.

#### 5. COMMITTEE MEMBERSHIP

- 5.1** Except where explicitly excluded from participation on a committee by other BTS documents (for example, the BTS Disciplinary Policy) at least one member of the BTS Board will be a member of every committee formed by the Board.
- 5.2** The chair of each committee is responsible for reporting to the Board on the activities of the committee.
- 5.3** No committee should be formed with less than three members.

#### 6. COMMITTEE OPERATIONS

- 6.1** There shall be no quorum set for any BTS committee.
- 6.2** Each committee should make regular written reports to the BTS Board to ensure that their activities are subject to monitoring and review by the Board.
- 6.3** All committees shall have the power to make recommendations to the Board for the purpose of improving the functions of the Association and the delivery of services to the membership.