



CHARTER FOR THE CLUB DEVELOPMENT COMMITTEE

Structure

1. The Committee (committee) is a standing committee of Bowls WA (BWA).
2. The committee shall operate from 1 August to 31 July.
3. The length of appointment to the committee is 2 years.
4. The committee is comprised of up to five (5) persons nominated in accordance with BWA requirements whose names shall be submitted to the BWA Board for ratification. No more than two members from one club will be ratified.
5. Casual and unfilled committee vacancies may be filled by interested parties completing a nomination form and submitting to the committee for endorsement. The committee shall send their endorsed names to the BWA Board for ratification.
6. As a standing committee, the Board has the authority to appoint a Board member as the Chair.
7. The Chief Executive Officer (CEO) will nominate a staff member or members to act as Staff Liaison(s) to the committee.
8. The committee shall meet no less than six times per year or more often as shall be necessary to carry out its business.
9. A quorum shall consist of 50% + 1 of the committee membership and each committee member shall be entitled to one deliberate vote. The Chair shall also hold a casting vote.
10. Members of the committee are required to acknowledge that they have been selected to represent the interests of bowls generally and not as a delegate of their club.

RESPONSIBILITIES

The Committee is responsible for:

1. The provision of support and assistance to clubs and their members, in whatever form that may take. The objective of the committee's activities will be to assist clubs and their members to achieve long term sustainability on and off the green.
2. Carrying out the implementation of the Strategic and Operational Plans as they relate to club development and sustainability.
3. Reporting to the Board as required against the Operational Plan's outcomes.

4. Responding to all communications in a professional and timely manner.
5. Developing and reviewing policies relating to club development and sustainability.
6. Adhering to the annual budget as set by the Board.
7. Liaising with other BWA standing and operational committees on overlapping issues.
8. Upholding the objects of and the Constitution of Bowls WA.

REPORTING

1. The Chairman of the Committee shall ensure that any proposals or recommendations are received in writing at least (5) working days prior to the scheduled meeting.
2. Upon approval by the Committee any proposal or recommendation received shall be forwarded to the Governance & People Development Committee (if related to policy change) for ratifying at least (5) working days prior to the next scheduled meeting.
3. If the Committee does not support a proposal or recommendation forwarded, it will respond in writing to that body which forwarded the proposal, outlining its reasons .
4. Following the rejection of a proposal or recommendation, the Committee can hear resubmissions, but only if additional supporting information relevant to the decision can be supplied.
5. The Chairman of the Committee shall provide a report to the Board.

ADMINISTRATION

1. An agenda will be sent out to members of the Committee, with all supporting documentation prior to the scheduled meeting.
2. Minutes of the meeting will be ratified by the Chairman of the Committee prior to their publication on the Bowls WA website.

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Version: 1	Date: 21 September 2015	Approved:	Implementation:	Distribution:
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