



## CHARTER FOR THE COUNTRY COMMITTEE

### STRUCTURE

1. The Country Committee (the Committee) is a committee of Bowls WA and encompasses all country bowls.
2. The Committee shall operate from 1 August to 31 July.
3. The four country zones represented by the Committee are South Western, Eastern, Northern and Southern.
4. The Committee shall meet as and when required, but a minimum of twice (2) each year.
5. Each zone shall elect two (2) representatives, one of each gender, to form the Committee of eight (8) excluding the Chairperson. The term of office shall be two (2) years. The maximum term of office for an Elected Representative shall be ten (10) years; therefore the maximum consecutive terms which may be served is five (5). If a person has not been an Elected Representative for three (3) consecutive years, the ten (10) year maximum period will recommence.

#### **5.1 Appointed Director**

The Committee has the power to recommend to the Board (who shall have absolute discretion) the appointment of an Appointed Director for a period of up to one (1) year. An Appointed Director may serve for a maximum of five (5) years, following annual re-appointment at the Board meeting immediately following the Annual General Meeting.

6. The meeting shall be chaired by the appointed Board member who is responsible for the interests of regional Western Australia.
7. The meeting shall elect a Deputy Chairperson, of the opposite gender to the Chairperson, from the Committee at its first meeting, to assist in the representation of Bowls WA at country events.
8. Casual and unfilled committee vacancies may be filled by interested parties from the zone from which the vacancy occurs.
9. A quorum shall consist of fifty per cent (50%) of the Committee membership and each Committee member shall be entitled to one deliberate vote. The Chairperson shall also hold a casting vote.

10. Members of the Committee acknowledge that they have been elected to represent the interests of country bowls generally and not as a representative of their zone.
11. Members of the Committee must nominate a proxy representative to attend and vote at meetings.
12. Members of the Committee or their proxy are required to attend fifty per cent (50%) of the scheduled Committee meetings in the two years they are elected to the Committee. If after twelve months the member has failed to attend (50%) of the meetings the member will forfeit their position on the committee and a replacement representative will be sought from the Zone.
13. Bowls WA will reimburse travel expenditure (mileage) to Country Committee members for travel to scheduled meetings only.

## **RESPONSIBILITIES**

1. Providing League Associations and Clubs with an effective individual or collective means of approach to Bowls WA and the Bowls WA Board.
2. Assisting Bowls WA and the Bowls WA Board with communications, monitoring and response to matters affecting country bowls.
3. Developing the annual plan for the development of country bowls to include coaching and umpiring requirements as well as club development.
4. Develop the annual country expenditure by January each year for consideration by the Bowls WA Finance Committee.
5. Developing, documenting and recommending the policies and processes by which the League and Zone competitions are conducted.
6. Developing, documenting and recommending the policies and processes by which the Country Coaching Enhancement Scheme is conducted.
7. Liaising with the Bowls WA Match Committee in the conduct of Country Week Championships.
8. Assisting with planning and conduct of other competitions or events that are determined to be advantageous to regional Associations for the promotion and/or development of bowls in Western Australia.
9. Being especially aware of and providing input and assistance into the needs and conduct of junior playing development, including schools.

10. Providing assistance to Bowls WA staff when requested, to identify volunteer help to assist with general tasks.
11. Liaising with other Bowls WA committees on overlapping issues.
12. Forwarding Minutes of its meetings to the CEO.
13. The Chairperson (or their proxy) is required to represent the Country Committee at scheduled meetings of the Bowls Management Committee.
14. Documenting Discussion Papers and Board Submissions and forwarding to the CEO for inclusion on the Bowls WA Board Agenda.
15. 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 to be made shall be forwarded to the Board for ratifying at least (5) working days prior to the next scheduled Board meeting.
3. If the Committee does not support a proposal or recommendation forwarded to it, it will respond in writing, outlining the reasons for the non-support.
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 for each Board meeting.

## **ADMINISTRATION**

1. A member of the Bowls WA staff will act as the minute secretary of the Committee.
2. The agenda will be sent out to members of the Committee, with all supporting documentation including proposals at least (7) working days prior to the scheduled meeting.

3. Minutes of the meeting will be ratified by the Chairman of the Committee PRIOR to their publication on the Bowls WA website.

Date:	Approved:	Implementation:	Distribution:
Version 2	Board	Immediate	Board, Committee, Website
Version 3 – September/October 2017	Country Committee & Board		Board, Committee, Website