



CHARTER FOR THE GOVERNANCE AND PEOPLE DEVELOPMENT COMMITTEE

Structure

1. The Governance & People Development Committee (the committee) is a standing committee of Bowls WA (BWA) and is responsible for the maintenance of appropriate levels of Corporate Governance by the Association and its committees and the ongoing well being of its people, both paid and voluntary.
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.
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 must appoint a Board member as the Chair.
7. The Chief Executive Officer (CEO) will nominate a staff member to act as the Staff Liaison to the committee.
8. The committee shall meet a minimum of quarterly 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 the:

- Review and make recommendation to the Board on draft policies and the delegation of authorities; risk management policies and procedures; contracts and tenders where applicable,
- Review and provision of recommendations on the form and structure of Bowls WA Committees so that they remain relevant, efficient and effective in their role; this includes but is not limited to the Constitution, By Laws, Policies and Charters that govern bowls in WA,

- Implementation of localised structural reform and governance improvements, which streamline and professionalise the local delivery of the sport,
- the Board for the ongoing personal and professional development of the board, staff and volunteers.
- Carrying out the implementation of the Operational Plan as it relates to Governance & People Development,
- Reporting to the Board as required against the Operational Plan's outcomes,
- Adhering to the annual budget as set by the Board within this area,
- Liaising with other BWA standing and operational committees on overlapping issues,
- 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 Board (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.

F:\Administration\Corporate Governance\Bowls WA Charters July 2012\CHARTER FOR THE GOVERNANCE AND PEOPLE DEVELOPMENT COMMITTEE.docx

Version: 1	Date: 19 January 2015	Approved: Board	Implementation: Immediate	Distribution: Website & Policies/Procedures manual
Version 2	Date: 21 September	Approved: Board		