

## 4.3



# LA TROBE UNIVERSITY GUILD SPORTS CLUBS COMMITTEE TERMS OF REFERENCE

## 1. MEMBERSHIP

- a) A Chairperson
- b) Three Deputy Chairpersons, at least one of whom shall be male and at least one of whom shall be female.
- c) An appointee of the Committee
- d) One representative of each of the affiliated sports clubs. (Positions A, B and C shall not be permitted to act as representatives).
- e) One student representing the campus residents.

## 2. POWER AND RESPONSIBILITY OF THE COMMITTEE

- 2.1 To appoint, by means determined by the Committee, the Chairperson and three Deputy Chairpersons who collectively, with the Committee's Appointee, shall be the Committee's Executive with powers to act on behalf of the Committee between meetings of the Committee. These positions shall be filled in or about the month of April each year. The persons appointed shall hold the position for twelve months and will be eligible, subject to other conditions, for re-appointment. Only persons who are a member or past members of one or more of the affiliated sports clubs will be eligible to offer themselves for these positions.
- 2.2 To invite an eminent person with significant sporting and or University administration experience to be a member of the Committee and the Committee's Executive. The invitation will be for a three-year term. The Committee can reappoint the same person at the end of three years if it so desires.
- 2.3 To nominate two members of the Executive to represent the Committee on the Board of the Guild of Students, both persons will need to be financial members of the Guild of Students in order to take on this role. This shall be done immediately after the Executive is appointed. The persons nominated will take office on the Board of the Guild of Students following the Guild elections held in May each year and shall hold their position on the Board until the following years elections for the Board.

- 2.4 To advise the Board of the Guild of Students on:
- a) The University's involvement in intervarsity sport, the level of overall funding which should be allocated to this activity and how those funds should be distributed and what processes should be followed in selecting teams to represent the University.
  - b) Granting or revoking the affiliation of a sports club and shall define the obligations that will be expected of affiliated clubs.
  - c) The policies to be used to determine the financial support which should be given to each of the affiliated clubs.
  - d) Matters related to sporting and recreational clubs and sporting facilities.
- 2.5 To develop programs to help train club office bearers to perform their role to the best of their ability with a view to helping all sports clubs to develop and provide beneficial services for the members of the University.
- 2.6 To develop programs which will engender clubs to work cooperatively with each other with an aim to developing a sense of community, of all working together towards the same goal.
- 2.7 To appoint distinguished persons to the Sports Awards Committee and shall delegate to them responsibility for determining the awarding of:
- a) University Blues and Half Blues sports awards,
  - b) Club Outstanding Service Awards, and
  - c) the University formal recognition of sporting clubs' life members.

The Committee shall also have responsibility for nominating persons, who have given extraordinary service for sport at the University, to the Board of the Guild of Students for life membership of the Guild. The Chairperson and the Sports Manager shall be ex-officio members of the Sports Awards Committee.

### 3. QUORUM

The quorum for meetings of the Committee shall be two members of the Executive plus club representatives from at least 30 per cent of the affiliated clubs. The quorum for meetings of the Executive shall be three.

### 4. FREQUENCY OF MEETINGS

The Committee shall meet at a time and place to be determined by the chairperson, but shall meet at least on four occasions per year.

30 April 2008