



Kalamunda Districts Rugby Union Club

COMMITTEE MEMBER GUIDELINES

Committee Members & Meeting Rules

Committee members are all volunteers who nominate and give up their spare time to assist with the running of the Club. Without an active committee the Club would not function smoothly or to the benefit of all Club members.

The Clubs Constitution defines the makeup and structure of the committee and committee meetings.

The purpose of this document is to provide some guidance to Committee Members on their responsibilities as a Committee member.

Committee Meeting Process

Meeting Schedules

The Club normally holds 1 scheduled committee meeting a month on the 2nd Monday of each month, commencing at 6:30pm in the Club rooms.

The exceptions to this are:

- a) The AGM will be held each October on the earliest possible day & date; once the financial reports have been finalised for the previous financial year. Ideally this should be held on a Thursday evening and members encouraged to attend.
- b) Due to Christmas and New Year Holidays; the January meeting may be cancelled or rescheduled in agreement by the Committee.
- c) From time to time an additional Committee meeting or an Extraordinary General Meeting (EGM) may be required or requested by Club Members. In these cases, the meeting needs to be scheduled to comply with Rule 6 of the Clubs Constitution.

Preparation Prior & Process of the Committee Meeting

To ensure meetings run smoothly and on time, it is important that Committee members follow this process and meeting rules:

1. Reports

Each Committee member will provide a written report covering items that are either for information only, items for discussion, detailing options and making a recommendation where a decision is required. This report is to be sent to the Club Secretary no later than the Thursday night prior to the meeting on the following Monday.

On receipt of the reports from Committee members the Club Secretary will collate all the reports, along with the minutes from the previous meeting and prepare an Agenda for the forthcoming meeting.

Once complied, the Secretary will email the above documents to all Committee members for review prior to the Committee meeting on the following Monday.



2. Attendance at Meetings

Committee members are required to attend as many meetings as possible and to ensure that they are current with the supplied reports and the Committees decisions.

If a member is unable to attend; the Secretary should be advised as soon as possible. If unable to attend a meeting and a vote is required, the Committee member can advise the President and Secretary in writing of their voting position, for any or each item being voted on.

Committee meetings are open to any financial member of KDRUC to attend. However, they are not entitled to interrupt, discuss, debate or ask questions about the topics on the agenda without being invited to by the meeting Chair.

From time to time a supplier or Club Member may be invited to attend a Committee meeting to present a proposal to the Committee or seek clarification on a Club decision, Policy or Ruling.

3. Decisions

If a decision is required on any matter raised at the Committee meeting, this will be done by a show of hands, or if potentially divisive, by a secret ballot.

In the case of "tie" result, the Chair has a deciding vote on the matter being voted on.

It is not unusual for a decision to be required on a matter quickly and before the next scheduled committee meeting. In these cases, a communication to committee members by email and a written response (cc all) will be acceptable for approval or rejection of the request.

All Committee decisions which have an impact on the budget, policies or day to day procedures of the Club must be recorded by the secretary on the "Decisions Register".

A copy of the current Decisions Register is to be set out by the Club Secretary with the meetings minutes each month.



Committee Members Code of Conduct

All Committee members are Volunteers and offer their time to ensure that the Club operates smoothly and for the benefit of all KDRUC members. This Code of Conduct is to ensure that all Committee members are treated equally and with respect.

Legally & Ethical Behavior

Committee members are to act in good faith and with due care and diligence and comply with applicable laws, Rugby Australia, RugbyWA and KDRUC Policies & Constitution.

Committee members are to promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the Constitution and matters that may be detrimental to KDRUC and its reputation.

Benefit of All

Committee members have individual responsibilities; however, each Committee member is to consider all proposals or recommendations presented to the Committee with the best interest of the Club as a whole, in mind.

Respect of Committee Members

Committee Members are to respecting others; will attend meetings fully briefed and fully prepared. Committee members are to follow the meeting etiquette and the rules of engagement by:

- turning mobile phones off;
- being on time;
- if attending electronically, ensuring that electronic access is working prior to the commencement of the meeting.
- respecting others and their opinions by allowing one person to speak at a time; not interrupting or talking over the speaker.
- following the agreed agenda;
- accepting Committee decisions and not returning to '*closed agenda items*' unless new, relevant subject matter emerges.

Participation

Committee members have individual roles and responsibilities and to be able to actively participate in KDRUC meetings, should engage and consult with the membership within their responsibilities, to ensure that they are fully informed, and their views fairly represented.

Conflict of Interest

Committee members are to behave in a transparent manner by declaring all relevant or potential conflicts of interest. This includes any potential, perceived or actual conflicts of interest.

Conflicts of interest may include:

- decision(s) that may provide material or financial gain to Committee member(s)
- decision(s) that may provide benefits to family or friends

To ensure transparency, once a conflict of interest has been declared; the Committee shall:



- a) ask the individual to step out whilst the specific matter of potential conflict of interest is being discussed;
- b) not allow the member a vote on the matter involving the potential conflict of interest;
- c) all potential conflict of interest(s) is to be recorded in the meetings minutes;

Issues

Any concerns or issues raised by Committee members regarding breach of this Code shall be managed through the Dispute Resolution methods as detailed in Rule 18 of the Constitution or under RA Code of Conduct.

This Policy and Code of Conduct can be reviewed and amended by the Club Committee at any time without prior notice.

For information regarding the Kalamunda Districts Rugby Union Club's Committee Meeting Rules & Code of Conduct Policy, please contact the Club President or Secretary:

president@kalamundarugby.com.au

secretary@kalamundarugby.com.au