

TERMS OF REFERENCE:

This generic document provides the Terms of Reference (TOR) for the various Ranelagh Club sub-committees that report to the relevant Board portfolios:

Portfolios

- ❖ President
- ❖ Secretary
- ❖ Property
- ❖ Sport

Sub-committees

- Centenary Celebrations
- Compliance & Special Projects
- R&M, facilities, OHS
- Tennis
- Sailing
- Swimming

The TOR is deliberately non-prescriptive and pragmatic requiring sub-committee representatives to exercise prudent and sensible judgment in relation to oversight of the delegated area of responsibility. It sets out the roles, responsibilities, operations, and obligations, in accordance with any specific regulatory requirements. The benefit of the TOR is to provide the Board and sub-committee key stakeholders a common understanding of the scope, objectives, operational processes, and the relationship between the board/sub-committee.

This TOR is a fluid document and the version on the Club's website should be the only version referred to as it will be periodically updated, where required.

Role of the sub-committees

The purpose of each sub-committee is to represent the members impartially in relation to the specific Club function or activity and drive its total operation in line with the delegated authority under the Club's Constitution, regulatory requirements and within any other stated limitations.

Each sub-committee is formed under the authority of the Board as per paragraph 43.2(b) of the [Club Constitution](#) (the Constitution).

Responsibilities of the sub-committees

Each sub-committee member will discharge delegated responsibilities by:

- Becoming familiar with the Constitution and the [Club's rules and by-laws](#) as soon as practicable upon appointment to a sub-committee
- Representing the best interests of the overall Club membership and the interests of those members participating in the particular Club activity
- Acting impartially and objectively, exhibiting behaviours aligned with the Club's Constitution, rules and by-laws
- Ensuring all administrative requirements are met (eg Reporting as per the Ranelagh Club meeting schedule, confidentiality, conflict of interest, commercial in confidence, agendas and meeting minutes etc)
- Communicating effectively with members through the Club Newsletter and other appropriate Club approved channels.

Powers of the sub-committee

As per regulation 44 of the Constitution the Board may delegate any of its powers other than those detailed as per the regulation below:

44 Delegation of the Board

44.1 The Board may delegate to a member of the Board, a sub-committee or staff, any of its powers and functions other than—

- (a) this power of delegation; or*
- (b) a duty imposed on the Board by the Act or any other law.*

44.2 The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.

44.3 The Board may, in writing, revoke a delegation wholly or in part.

This TOR meets the requirements of sub-regulation 44.2 and all sub-committees are subject to the following conditions and limitations:

Sub-committees are delegated the following powers and functions:

- To make recommendations to the Board for approval which represents the members' best interests in relation to the normal overall operation and function of the activity
- To oversee any revenues and receipts from the activity in a fully transparent manner in line with Club policy
- To oversee expenses and costs from the activity relating to 'normal operating' expenditure following Club policy

Limitations

- Capital, extraordinary or any material expenditure relating to the activity requires Board consideration/approval.
- Significant and material contracts or sub-contracts require Board consideration/approval.
- Any fees/prices for the activity should reflect and align with the Board's commitment to providing great value to members.
- Significant code of conduct or disciplinary issues identified within the activity where grounds for taking disciplinary action may be necessary are to be escalated to the Board.