



## Hobart Real Tennis Club

# Committee Charter

### 1. Purpose

The Committee Charter for HRTC sets out the respective roles of the Committee and the Head Professional in managing the business of the Club to maximise benefits to its members.

The Charter should be read in conjunction with the Club Rules and to the extent that there are any inconsistencies, the Club Rules prevail.

### 2. Scope

HRTC is a not-for-profit incorporated association under the Tasmanian Associations Incorporations Act 1964. It was incorporated 1 November 1979.

The basic objects of the club are the maintenance and encouragement of the game of real tennis.

### 3. Role of the Committee

The Committee consists of up to 10 members who are elected by Members at the Annual General Meeting (AGM) and hold that position until the following AGM.

The role of the Committee is to control and manage the business and affairs of the Club, providing strategic oversight and leadership and effective oversight of staff and volunteers. In particular the matters reserved for the Committee will include:

#### 3.1. Policies and Strategic Direction

- Determining and approving the strategic direction and policies of the Club
- Ensuring the Club has appropriate risk management, internal control and regulatory compliance policies and processes
- Ensuring the Club adheres to high standards of ethics and club behaviour

#### 3.2. Staff

- Engage and approve appointment of Head and Assistant Professionals.
- Approve Head and Assistant Professional remuneration packages.
- Confirm performance management and set KPIs for Head and Assistant Professionals.
- Resolve or settle industrial or related disputes.



### 3.3. Financial

- Approve annual financial budget.
- Authorise any club borrowings.
- Deciding on whatever steps are necessary to protect the Club's financial position and its ability to meet its debts and other obligations when they fall due.
- Approving and signing off the annual financial statements, ensuring they are true and fair.

## 4. Role of the President

The President will:

- Chair Committee meetings.
- Provide leadership to the Committee.
- Establish the agenda for Committee meetings.
- Be the major point of contact between the Committee and the Head Professional
- Maintain a high level of knowledge of ongoing issues and their management.
- Provide mentoring to the Head Professional.
- Chair the Head Pro annual performance review process.
- Review draft committee minutes.

## 5. Role of the Head Professional

The Head Pro is responsible for day to day management of the club, including staff<sup>1</sup> and is accountable to the Committee. In particular the Head Pro will:

- Implement policies and strategies approved by the Committee, and Committee resolutions.
- Manage the operation of the club within delegations and within the annual budget approved by the Committee.
- Manage the club to achieve its objectives and the KPIs established as part of the annual performance review.
- Undertake the performance review process for the Assistant Professional

## 6. Meetings of the Committee

- 6.1. The Committee will meet at least once each month, unless otherwise agreed. Members will be given at least 48 hours' notice of a meeting. A schedule of meetings will be set in advance for each calendar year.
- 6.2. Special meetings may be convened by the President or any three committee members with notice to all committee members.

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<sup>1</sup> Except that the bookkeeper reports directly to the Treasurer



- 6.3. The meeting agenda and any papers to be considered should be circulated at least four days before a scheduled meeting wherever possible. They should as a minimum contain the Minutes of the previous meeting, agenda, treasurers report and reports from committees that have met in the interim.
- 6.4. Discussion of any business will be in the order that is set out in the agenda, unless otherwise agreed by the meeting.
- 6.5. Matters for decision must be supported by a written note which includes a recommendation, and which should have been made available at least four days before the meeting.
- 6.6. Committee members are expected to have read and be familiar with details in agenda papers and assist in the timely and efficient resolution of matters requiring decision, including sub-committee recommendations.
- 6.7. Any new matters raised, or unsupported by a written note and recommendation should be deferred to the next meeting, depending on the issue, urgency and complexity.
- 6.8. The Head Professional is not a member of the Committee but has a standing invitation to join meetings at the discretion of the Chair. An opportunity for an in-camera discussion without the Head Professional should be included in each Committee meeting agenda.
- 6.9. Minutes will contain reference to relevant Committee papers tabled plus any resolutions adopted by the Committee. Draft minutes will be reviewed by the Chair of the meeting (President).
- 6.10. The Committee makes decision by consensus, or if required a vote by majority. In the event of an equality of votes the chair has the casting vote in addition to his or her deliberative vote.

## **7. Quorum**

A quorum of four members is required under the Club Rules for transaction of any business. Where possible meetings should be scheduled within any month so that at least 6 out of 10 members can be in attendance.

## **8. Record of Meetings**

The Secretary will ensure that proper Minutes are kept of all meetings of the Committee and that these are distributed to the Committee within 7 days of the meeting. The Minutes will be approved at the next meeting of the Committee at which there is a quorum.

A list of action items from the meeting will be produced by the Secretary within 7 days of the meeting.

## **9. Management of Conflict of Interest**



Committee members will take care to ensure that no real or perceived conflicts of interest exist relative to decision they make as members of the Committee. Members should disclose any potential conflict of interest at the beginning of the meeting or at a time a particular issue of conflict arises in the agenda. Such disclosures should be formally minuted. The Chair will then either:

- Seek the views of the committee as to whether a substantial conflict exists; if so,
- Ask the members to leave the room while the matter is discussed;
- Ask the members for their views on the matter and then ask them to leave the room while it is discussed.

## **10. Committee Code of Conduct**

- 10.1. Committee members must act honestly, in good faith and in the best interests of the club as a whole.
- 10.2. Committee members must not make improper use (including unauthorised disclosure) of information acquired and must not take improper advantage of their position as a committee member.
- 10.3. Committee members will support the word and spirit of Committee decisions outside the Committee room.

## **11. Subcommittees of the Committee**

The Committee may establish sub-committees as required. Unless otherwise determined by the Committee, these will be advisory and will make recommendations to the Committee. Sub-committees may however make arrangements for implementation of Committee decisions and approvals, in co-operation with the Head Pro, but a sub-committee or sub-committee chair is not authorised to:

- direct or instruct the Head Professional on any matter, or
- enter into any commitment or contract outside matters approved by the Committee, or
- to incur any but minor expenses outside Committee approved budgets or project approvals<sup>2</sup>.

The following Subcommittees will be established as a minimum:

- Tennis
- Finance and Risk
- Building
- Events

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<sup>2</sup> Sub-committees may progress or implement routine operational matters under their general charter eg court maintenance works, arrangements for events, restocking of bar supplies etc, where these are within the approved annual budget, or where a general committee approval, even if not the detailed budget has been given by the Committee. In the latter case the Treasurer must be consulted before significant financial commitments are made.



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- Membership and Marketing
- Bequests, Fundraising and Grants (BFG)

### Subcommittees:

- Are appointed by the Committee and operate under a Charter approved by the Committee which as a minimum outlines: purpose, scope, responsibilities, and composition.
- Are chaired by a member of the Committee.
- The President is an ex-officio member of each committee.
- Are vacated at each AGM, and subject to reappointment by each incoming Committee.
- Will make known to the Committee as soon as possible any matters requiring Committee attention including issues which are in conflict with or likely to impact negatively on the goals and objectives of the Club
- Will keep minutes of meetings and provide copies of minutes and reports to the Committee on a timely basis.
- Will make recommendations to Committee, but are not authorised to direct staff, and must not make financial or contractual commitments without explicit committee authorisation.

### 12. Special Officers/Panels

The Committee may also appoint special officers or panels, not necessarily members of the Committee, to undertake specific roles or responsibilities on behalf of the club. As a minimum these will include:

- Club Licensee who will hold the Club Liquor licence under the Tasmanian Liquor Licensing Act 1990.
- Club Safety Officer.
- Complaints Panel (as constituted under the Complaints Handling Policy)

In all matters, except where this may conflict with relevant laws and regulations, such officers/panels will act under the same general requirements as for sub-committees outlined immediately above.

**This Charter will be reviewed at least annually, following the AGM at the first meeting of the new committee.**

**Approved HRTC Committee**

**January 2022**