

Terms of Reference

Club Liaison Committee (CLC)

COMMITTEE TYPE

Sub-committee of Ballarat Regional Athletic Centre.

PURPOSE

To provide guidance on the current needs of athletics clubs in the community. For the clubs to be kept updated on any changes or growth within the athletics community

ROLES

The committee shall be formed with at least 3 members from the existing athletics clubs in the region. The committee shall select a chair to lead the meetings and may appoint a secretary or note taker. The Club Support & Development portfolio members will be the liaison for this committee.

RESPONSIBILITIES

- Provide guidance to the BRAC board on issues arising at club level.
- Provide ongoing support to the BRAC board on relevant topic areas within athletics.
- Ensure all clubs have up to date governance procedures and documents.
- Support clubs to grow their membership and work together for the growth of the sport.
- Support BRAC and Athletics Victoria in the development of the AVSL season
- Listen and implement strategic changes made at board level

MEMBERSHIP

Membership of the committee shall be made up of athletics clubs in the Ballarat region:

- Each club may send representatives to the meeting
- All Club executive committee or allocated representatives
- Stakeholders relevant to meetings (CoB, BRAC Board member)

The committee shall appoint a Chairperson to ensure good governance of meetings.

MEETINGS

The committee shall hold at least 6 meetings per year or as many as they deem necessary to complete their responsibilities

Meetings shall be held (In person or online) bi-monthly or as required to meet the objectives of the committee. Min 51% of committee will be required for quorum.

POLICY OWNERSHIP

This committee shall have no ownership over any BRAC policies, however must abide by rules and regulation placed by BRAC

REPORTING

The committee shall provide an update (verbal or written) at meetings of the BRAC Board.