

Executive Committee Charter



Mission:

"In partnership with our clubs, support, encourage and grow golf in an enjoyable environment"

Vision:

"To be engaging and supporting leaders to the WDGA member clubs."

Purpose of Committee Charter

- This Committee Charter sets out the role and responsibilities of the Committee of the Western District Golf Association.
- The conduct of the Committee is also governed by the Constitution of the Western District Golf Association, a copy of which is located at www.westerndistrictgolf.com.au
- A number of operational matters relating to the Board such as number of meetings per year, notification of interests, and election of Committee members are governed by the Constitution and are not reproduced here.

Purpose of Committee

The Committee has two broad purposes, compliance and performance:

COMPLIANCE: Conform with or exceed all legal requirements

- Legal**
 - Monitor constitution
 - Comply with Committee Members responsibilities
 - Comply with laws
 - Monitor insurance requirements
- Accountability**
 - Monitor financials
 - Compliance audits

PERFORMANCE: Assist the District to perform to its best potential

- Strategy and policy**
 - Approve Vision/mission and ensure it is embedded into the District's operations
 - Approve Strategic Plan and Policies, monitoring regularly
- Accountability**
 - Overall performance of the District
 - Committee evaluation and succession planning
 - Report outcomes to stakeholders
- Public Relations**
 - Represent and participate
 - Keep members & stakeholders informed
 - Project a strong and positive image
 - Promote the vision
 - Facilitate cohesion
 - Protect the interests of members & stakeholders
 - Speak with one voice regarding Executive Committee decisions
- Risk management**
 - Ensure up-to-date and effective risk profile and management strategy

- Monitor critical risks

The Committee, while meeting its responsibilities, is mindful of the Districts mission and the objects of the District as embodied in its Constitution.

Roles & Responsibilities

The functions of the Committee are to:

- Provide effective leadership and collaborate with the Member Clubs in:
 - Articulating the Districts values, vision, mission and strategies
 - Developing strategic (direction) plans and ordering strategic priorities
 - Maintaining open lines of communication and promulgating throughout the District and with external stakeholders the values, vision, mission and strategies
 - Developing and maintaining a District structure to support the achievement of agreed strategic objectives
- Review and agree the business (action) plans and annual budget proposed by the Treasurer
- Monitor the achievement of the strategic and business plans and annual budget outcomes
- Establish such committee, policies and procedures as will facilitate the more effective discharge of the Committee's roles and responsibilities
- Ensure, through the Sub-Committees, and others as appropriate, compliance obligations and functions are effectively discharged
- Initiate a Committee self-evaluation program and follow-up action to deal with issues arising and arrange for Committee members to attend courses, seminars and participate in development programs as the Committee sees appropriate
- Ensure that all significant systems and procedures are in place for the District to run effectively, efficiently, and meet all legal and contractual requirements
- Ensure that all significant risks are adequately considered and accounted for.
- Ensure the District has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.

The Committee has minimal operational involvement in the conduct of the Districts business activities and delivery of services. Its role is primarily confined to setting and reviewing policy.

Membership & Term

- The Constitution provides for a maximum of 7 Committee Members and a minimum of 4 (so that a quorum can be formed to transact business at meetings).
- Committee members are free from any interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the Committee Members ability to act in the best interests of the District.
- The Committee has not adopted a tenure policy, but according to the Constitution, each Committee Member must be re-elected by the membership after 2 years on the Committee.

Committee Culture

The Committee actively seeks to have an ‘engaging culture’ which is characterised by candour and a willingness to challenge, and forward thinking,

Agendas

- The agendas of the Committee limit presentation time and maximise discussion time.
- There are lots of opportunities for informal interactions among Committee members.

Norms – Committee Members:

- Are honest yet constructive.
- Are ready to ask questions and willing to challenge leadership.
- Actively seek out other Committee Members’ views and contributions.
- Spend appropriate time on important issues.

Values

- The Committee serves the District by actively participating in governance.
- The Committee is responsible to various stakeholders both within and outside of the District.
- The Committee is responsible for maintaining the Districts stature in the golf industry.
- Committee members respect each other and create a safe space when interacting.

Reporting

- Proceedings of all meetings are minuted and signed by the President or the chairperson of the meeting.
- Minutes of all Committee meetings are circulated to Committee Members and approved by the Committee at the subsequent meeting.
- Resolutions are first put to the Committee in draft form (as a “Committee Paper”).

Review of Charter

- The Committee will review this charter annually to ensure it remains consistent with the Districts objectives and responsibilities.

Publication of Charter

- A copy of the charter is available at www.westerndistrictgolf.com.au

Related Documents:

1. WDGA Code of Conduct
2. WDGA Constitution
3. WDGA Strategic Plan

Approved by WDGA Executive: June 2nd 2020:
Review Date: June 2022.