

Attachment 2a

Marcellin Eagles Basketball Club Committee of Management Charter

The Marcellin Eagles Basketball Club (MEBC) is an Incorporated Association and trades by the name Marcellin Eagles Basketball Club. The Club operates by and complies with the *Associations Incorporation Reform Act 2012* (the Act) and the associated Regulations. The Club is a not for profit organisation. The Committee defers to the Act and the associated Regulations for all matters not specifically outlined in this Charter or the Terms of Reference.

The Club operates by the Terms of Reference which outlines the purpose and structure of the Committee of Management (here after 'the Committee'). The Committee undertakes to ensure that the Club is run efficiently and effectively and to a high standard while striving to achieve the mission of the Club which is; ***to develop player skills so that teams are competitive and successful while providing a fun and friendly environment.***

The purpose of this Charter is to outline the ethical standards, values and principles that the Committee will abide by to ensure open and transparent processes and decisions that are fair and equitable.

Expectations of Committee Members

The Committee will operate as an enthusiastic and collegiate team, drawing on the knowledge and skills of each member working towards common goals that will ensure the Club's success.

Committee Members recognise that all Committee Members take responsibility for committee processes, policies and procedures and are therefore actively engaged. It is critical that committee members demonstrate regular and active involvement. Attendance and participation at meetings is required as is communication via emails.

1. An effective Committee Member shall:

- have a commitment to the mission of the club – *To develop player skills so that teams are competitive and successful while providing a fun and friendly environment*
- be available and devote sufficient time to the Committee
- be willing to accept responsibility
- exhibit tact and discretion at all times
- demonstrate good listening skills and consider all points of view
- communicate effectively, demonstrating good oral and written communication skills
- respect the opinions of other committee members
- ensure confidentiality and privacy of information
- be familiar with the policies and procedures of the Club and the Act and the associated Regulations.
- be responsible collectively as a committee for ensuring that the Club complies with the Act.

- exercise their powers and discharge their duties with reasonable care and diligence and in good faith that is in the best interests of the Club
- shall not make improper use of their position so as to gain advantage for themselves or any other person.

2. Committee Members are expected to:

- attend as many General Committee Meetings as possible, a minimum of three per year
- provide an apology, to the Secretary, prior to a General Committee Meeting, if unable to attend
- reply to general committee emails as required, within a suitable timeframe or by the due date as identified in the correspondence
- contribute to healthy discussions on issues raised at meetings
- vote on issues in order to seek resolution and make decisions so that initiatives can be implemented in a timely and effective manner as required
- support and respect decisions made by the committee.
- assist with duties as required at the awards presentation event
- be aware of the Clubs grievance policy and procedure

Note: Attendance at the Annual General Meeting is a requirement.

3. Inappropriate behavior

Inappropriate behavior by a Committee Member will not be tolerated. Inappropriate behavior is considered to include:

- being disruptive during meetings
- openly criticising or discussing committee matters that are bound by confidentiality
- breaching confidentiality (which includes inappropriately discussing committee matters)
- not complying with the Act (*Associations Incorporation Reform Act 2012* and the *Associations Incorporation Reform Regulations 2012*)

Inappropriate behavior can result in a Committee Member being asked to resign from the Committee. Such an action would require the committee to vote on the matter.

4. Liabilities

In accordance with Part 5 of the Act (Rules, Members and General Meetings) an Incorporated Association receives recognition as a legal entity separate from its members. It offers some protection for office holders from any debts or liabilities incurred by the Club as long as the Club doesn't make a profit for its members.