

Policy: ***The Southern Committee Terms of Reference***

Policy Title:	Southern Committee Terms of Reference
Policy Coverage:	Affiliated Members, Players, Staff, Volunteers, Visitors
Author:	Squash SA
Author Title:	General Manager
Date Written:	14/11/2014
Approved:	TBA
Review Date:	1/7/2015

Updates to Policy:

Update No.:	Approval Date:	Nature of Amendment	Update Author:

1. Objective

- 1.1. The Southern Committee (the Committee) is responsible for providing advice and policy assistance to the Board on the development, implementation and monitoring of strategies for the Association's licensed club the Southern.

2. Authority

- 2.1. The Committee is appointed by the SRASA Board and has the authority to require any information it sees as relevant to its activities from any SRASA Board member, manager, staff member, volunteer, contractor or consultant, each of whom are required to respond to such enquiries. The Committee is authorised to obtain independent professional advice where considered necessary following consultation with the General Manager.
- 2.2. Resolutions of the Southern Committee will be tabled with the SRASA Board for endorsement. Resolutions of the Southern Committee cannot be acted upon until approved by the SRASA Board.
- 2.3. The Committee report every second month to the Board on objectives and targets as detailed in the Southern Business Plan. This report can be an oral report given by the Chair in conjunction with the recommendations to the Board by the Southern Committee, unless requested otherwise by the Board.

3. Responsibilities of the Committee

- 3.1. The responsibilities of the Committee are to:
 - 3.1.1. Analyse performance against Business Plan
 - 3.1.2. Monitor performance against budget
 - 3.1.3. Provide advice to the Board on future planning initiatives such as:
 - 3.1.3.1. Draft Annual Budget as endorsed by the Board
 - 3.1.3.2. Capital upgrades to Club, marketing initiatives and promotional strategy within agreed budget.
 - 3.1.3.3. Forward Planning
 - 3.1.4. Responsible for the Southern Bar Gaming Bistro in accordance with the SRASA Constitution.
 - 3.1.5. Provide support to the Board in the development and review of appropriate policies
 - 3.1.6. Ensure compliance with appropriate industry standards and legislation.
 - 3.1.7. Identify, assess, manage and monitor financial and non financial risks
 - 3.1.8. Provide the Board with copies of the Southern Committee Minutes
 - 3.1.9. Provide a report for the SRASA Annual Report
 - 3.1.10. Perform other oversight functions and consider other topics as requested by the Board.

4. Membership

- 4.1. The Committee will comprise of up to seven appointments consisting of SRASA Board Representation and independent positions. One of the appointments shall be the SRASA President.
- 4.2. Only members of the committee are entitled to vote in committee meetings. Each member must vote on every matter that is before the committee for decision.
- 4.3. SRASA Staff as relevant shall attend Committee meetings as observers and/or be responsible for preparing papers for the Committee.
- 4.4. Independent Members of the Committee shall be appointed for a term of up to two years.
- 4.5. In considering appointments to the Committee it is highly desirable that Committee members possess professional skillsets or knowledge of the Hospitality Industry
- 4.6. Committee members are to declare any interests. Independence means not a supplier/receiver of goods and services to/from SRASA, either personally, or by direct relatives or entities which members own or have a controlling interest in.
- 4.7. Non-compliance with these independence standards must be brought to the attention of the Committee at the time of nomination to the Committee and as they occur once a Committee Member.

5. Secretarial and Meeting Procedure

- 5.1. Secretarial services will be provided by the SRASA Board.
- 5.2. Meetings shall be held in accordance with meeting and confidentiality protocols per the SRASA Board Confidentiality Policy.

6. Meetings

- 6.1. The Committee will meet up to six times a year, otherwise as required (February, April, June, August, October, December).
- 6.2. The Chairperson is to call a Committee meeting if requested by any Committee Member.