

## **ADVISORY COMMITTEE PAMPHLET NO.019A**

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### **MANAGEMENT OF THE CLUB : SUB-COMMITTEES**

**Note: Advisory Pamphlet No.19A forms part of the Advisory Pamphlet No. 19 RECOMMENDATION REGARDING BY-LAWS**

#### **5. MANAGEMENT OF THE CLUB: SUB COMMITTEES:**

The Board may form Sub-Committees to aid it in the efficient management of the affairs of the Club. Such Sub-Committees' Chair Persons shall be elected by the Board from among their number on the recommendation of the Board Chairperson/ President. They shall include such number of other members of Full Bowling category as the Chairman/President deems appropriate and obtains approval for from the Board.

The Board shall appoint the following committees:

- 5.1 Audit Committee**
- 5.2 Bar Committee**
- 5.3 Building, Repairs & Maintenance Committee**
- 5.4 Delegates to the N.D.B.A.**
- 5.5 Disciplinary Committee**
- 5.6 Finance Committee**
- 5.7 Marketing & Promotions Committee**
- 5.8 Match & Games' Secretary's Committee**
- 5.9 Membership Register Committee**
- 5.10 Occupational Health & Safety Committee**
- 5.11 Gaming Machine Committee.**

The Board shall if it so deems, may include in the agenda of the Annual General Meeting a call for volunteers to fill one or all committees.

#### **5.1 Audit Committee**

##### **General Statement**

The purpose of the Audit Committee is to provide a facility for:

- monitoring the integrity of the Company's financial statements;
- discussing with the Group's external auditors their report on the annual accounts setting out the scope and results of their work in relation to those accounts and material judgments contained in them;
- reviewing management's responsiveness to the external auditors' findings;
- reviewing the effectiveness of the external audit process; and

- reviewing with the Board the effectiveness of the internal audit function.

It also reviews any other matters which might have a financial impact upon shareholders including the Group's systems of internal control and risk management, and changes in accounting policies.

The Committee has the authority to investigate any matters within its terms of reference, to access resources if it needs to do so and to call for information.

The Committee shall review annually its terms of reference and its effectiveness and shall recommend to the Board any changes required as a result of such review.

### **Scope**

The duties of an Audit Committee are not specific. The scope of the Audit Committee should include:

- Monitoring the accounting methods used by the club
- Providing a check on Gaming Machine recording and physical takings
- Ensuring that correct procedures are being followed in the process of paying creditors
- Formulating procedures to be followed in controlling cash
- Recommending policies to the Board in respect to any policy for which it sees fit

Or other matters which the Committee or the Board considers necessary.

## **5.2 Bar Committee**

The Committee shall comprise of at least one (1) member from the Board of Directors and shall in conjunction with Club Management:

- Ensure adequate controls exist to detect & rectify stock losses and wastage
- Recommend to the Board changes to existing practices to ensure optimum bar Operation and profitability
- Submit a report to the Board monthly on wastage and losses
- Submit to each Board meeting a report showing selling price, cost price and GP%
- Submit to the Board proposals to vary bulk beer prices, based on the above data, when deemed necessary

## **5.3 Building, Greens, Repairs & Maintenance Committee**

The committee shall consist of at least one (1) member of the Board who has the power to co-opt other members as and when required.

The duties of this committee are:

- review plant & equipment maintenance contract and prepare a budget for plant and equipment replacement.
- to prepare and recommend to the Board all building projects.
- to consider and recommend to the Board all club maintenance over \$2,000.00 except items of an urgent nature.
- to report to the Board as required and shall be responsible for the supervision, control, repair and maintenance of the Bowling Greens and surrounds, including the car parking area.

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This committee shall also be responsible for the Greens and Surrounds. It shall at all times (subject to the Rules of the Game) determine the condition of the Bowling Greens and their fitness for play.

This committee shall make such recommendations to the Board as to the maintenance, upkeep and improvements to the greens and surrounds as it deems necessary and submit estimates of the cost of same to the Board

#### **5.4 DELEGATES TO THE N.D.B.A.**

The committee shall consist of two (2) Bowling Members one of which must be a member of the Board.

The duties of this committee are to attend all meetings of the Newcastle District Bowling Association and report back to the Board.

#### **5.5 DISCIPLINARY COMMITTEE**

**For the appointment of a Disciplinary Committee, it is recommended that reference be made to the following Advisory Committee Pamphlets:**

**NDBA ADVISORY COMMITTEE PAMPHLET NO.12  
SUGGESTED PROCEDURAL STRUCTURE FOR CLUBS WITH  
JUDICIAL COMMITTEE REQUIREMENTS.**

**NDBA ADVISORY COMMITTEE PAMPHLET NO.13  
SUGGESTED PROCEDURAL STRUCTURE FOR CLUBS WITH  
AN APPEAL SITUATION CONVENING AN APPEAL HEARING**

**NDBA ADVISORY COMMITTEE PAMPHLET NO.14  
PROCEDURAL FAIRNESS**

#### **5.6 FINANCE COMMITTEE**

The committee shall comprise the President/Chairpersn, the Secretary, the Treasurer and one Director.

The Treasurer shall be Chairperson of the Committee.

The duties of this committee are:

- to review the monthly financial statements including Cash Flow statements
- to review Budget & Forecast predictions and amend where necessary.
- to approve all Capital Expenditure.

#### **5.7 MARKETING & PROMOTIONS COMMITTEE**

The Committee shall comprise of at least three (3) members one (1) of whom shall be from the Board of Directors. It shall in conjunction with Club Management:

- Promote the Club both internally and externally, using the most appropriate medium
- Collate and furnish reports and results to media
- Attend to Club publicity
- Submit a report to the Board of Directors meeting monthly.
- Recommend to the Board changes to existing raffles/promotions
- Recommend to the Board new formats for raffles/promotions to encourage increased club patronage
- Conduct raffles as required

#### **5.8. MATCH & GAMES SECRETARY'S COMMITTEE**

The Games Secretary shall appoint an assistant or assistants as required. The Games Secretary shall be responsible for:

- The overall organisation of all the Men's bowls in the Club and may appoint such persons as he considers suitable to run Gala Days on his behalf.
- Liaising with the Pennants Selection Committee and the Greens Committee in the running of the Bowls Programme.
- Plan and publish the bowls programme each year and display it in the Club
- Arranging for the display of all relevant Bowls information including Galas, visitations and tournaments from the N.D.B.A. and other bowling clubs as they are received
- Lodge all entries for N.D.B.A. and others events by the due date and liaise with the Treasurer to ensure that all fees are paid by the due date
- Co-opt as many helpers as required for the running of bowls events
- Ensure that the Green Fees as set down by the Board are collected and accounted for
- Liaise with appropriate committees and/or officers when costing open events

#### **5.9 Membership Register Committee**

The Board shall appoint a committee of at least two members who shall be responsible for:

- The registration of all members
- Monitoring membership applications
- Lodging of memberships returns with the appropriate bodies
- Maintaining a register of members

- Reconciling amounts paid with the number of members in consultation with the Treasurer
- Reporting to the Board as necessary.

### **Management of Club Membership.**

It is essential that a complete and accurate record be maintained at all times. There are specific constitutional requirements in relation to new members, viz:

1. How a person obtains membership – completion of an Application Form which contains basic details and receiving the nomination fee.
2. Recording this information in a Proposed Members Register.
3. Displaying the list of prospective members on the Clubs Notice Board for the required period of time (fourteen days).
4. Advising the nominee of their acceptance or otherwise with details of amounts due for subscription, affiliation fees (Bowls Australia, Bowls NSW, District Association) administration fee if they are a new bowler or interstate/international transferee and any other fees fixed by the club.
5. Completing a club membership record with basic details.
6. Issuing a membership card to the member after they have fulfilled their financial obligations. The membership card should be carried by the member at all times.
7. Social Members: This category of membership is provided for in the Club Rules and dealt with accordingly.
8. The Application shall be held at the Club as provided in the Constitution of the Club.

Note: There is no legal requirement for an application for membership to be proposed or seconded by other members and clubs can seek to amend their constitution or rules to reflect this. However, it is very often a requirement in a club's constitution or rules to have members proposed and/or seconded for membership, if such a rule exists, it should be strictly followed. Failure to do so means a club may be exposed to prosecution under the Registered Clubs Act for habitually breaking its own rules.

### **5.10 Occupational Health & Safety Committee**

The Club recognises that Occupational Health & Safety (OHS) and Injury Management is an important and integral component necessary to the daily operation of a successful business.

An Occupational Health and Safety Committee consisting of one (1) Director, one (1) Management Staff, one (1) Supervisor and three (3) Staff shall meet at least bi-monthly or more frequently if required and will:

- Review measures taken to make the workplace healthy and safe.

- Investigate and report to management any situation which the committee considers to be unsafe
- Resolve any health and safety problem, if possible
- Develop a system to record accidents, near misses and hazardous situations in the workplace
- Investigate all accidents and make recommendations to prevent similar occurrences
- Submit a report to the Board of Directors meeting monthly

The Club is committed to the following:

- Ensuring the health, safety and welfare of all employees, visitors and Patrons
- Providing and maintaining work environments and systems of work that are safe and without undue risks to health
- Complying with occupational health and safety legislation
- Adopting a risk management approach by identifying, assessing and controlling all workplace hazards, which pose a risk of personal injury or illness, damage to property, fire or security breaches
- Developing and implementing policies and plans to promote occupational health and safety awareness and action

#### **5.11 Gaming Machine Committee.**

The Gaming Machine Committee shall consist of at least three nominated members, including at least one director and shall report to the Board at each Board Meeting.

The Gaming Machine Committee shall be responsible for:

- Arranging for the clearance and counting of Gaming Machine proceeds
- Taking and recording weekly machine readings
- Maintaining records of collections
- Obtaining returns from the Maxgaming Data Monitoring Service
- Reconciling collections and bankings with Machine Readings and the Data Monitoring Service.
- Reporting to the Board each month a Gaming Machine Cash Flow Analysis, and a Cancelled Credit Reconciliation Report in respect of each machine.
- Making recommendations on replacing or upgrading machines