



# DOUGLAS PARK WILTON FC INCORPORATED

ABN 86 677 972 609

## DOUGLAS PARK WILTON FC COMMITTEE CHARTER

**Creation Date:** March 2024

**Next Review:** January 2026

**Responsible Persons:** DPWFC Executive Committee

**Authority:** This document is a Charter made pursuant to the Douglas Park Wilton FC Constitution. DPWFC may unilaterally introduce, vary, remove or replace this Charter at any time.

Contents

DOUGLAS PARK WILTON FC INCORPORATED.....1 1.

DPWFC Structure and Role of Committee..... 6 2.

Purpose of the Committee..... 6 3. Roles  
and Responsibilities.....7

4. Committee Composition.....7 5.

Committee Position Summaries.....8 6.

Committee Culture..... 12 7.

Reporting..... 13 8.

Review of Charter..... 13 9.

Publication of the Charter..... 13

# **1. DPWFC Structure and Role of Committee**

## **1.1. Purpose of Committee Charter**

The purpose of the Committee charter is to clearly define the respective roles, responsibilities and authorities of Committee members in setting the direction, the management and the control of the Club.

## **1.2. Role of Committee**

The role of the Committee is to promote the objectives of DPWFC. The objectives of DPWFC are stated in Section 3 of the Constitution of DPWFC (the Constitution)

The Committee has two overarching purposes, performance and compliance.

## **2. Purpose of the Committee**

### **2.1. Performance – Assist the club to perform to its best potential**

#### **Strategy and policy**

- Approve vision and purpose and ensure it is embedded into the club's operations •
- Approve strategic plan and monitor performance regularly
- Ensure all appropriate policies are in place, current and reviewed regularly

#### **Accountability**

- Manage the overall performance of the club through effective decision-making, delegation and performance of duties
- Manage annual committee evaluation and succession planning
- Manage member and stakeholder engagement and reporting

#### **Public Relations**

- Represent and participate
- Keep members and stakeholders informed
- Project a strong and positive image
- Promote the vision
- Facilitate cohesion
- Protect the interests of members and stakeholders
- Speak with one voice regarding committee decisions

#### **Risk Management**

- Ensure an up-to-date and effective risk profile and management strategy is in place and reviewed regularly
- Monitor and mitigate principle risks

### **2.2. Compliance – Conform with or exceed all legal requirements in accordance with the Associations Incorporations Act 2009 NSW**

#### **Legal**

- Monitor constitution/rules to ensure it remains current
  - Comply with Code of Conduct and act dutifully in performing roles and responsibilities
- Comply with all laws in performing roles and responsibilities
- Monitor and manage insurance requirements

#### **Accountability**

- Monitor and manage financial responsibilities
- Comply with statutory reporting requirements

## **3. Roles and Responsibilities**

- 3.1. The Committee has delegated authority for the operations and administration of the club.

3.2. The functions of the Committee are to:

3.2.1. Provide effective leadership in:

- Articulating the club's values, vision, purpose and strategies
- Developing strategic plans, priorities and objectives
- Developing and maintaining a club structure to support the achievement of agreed strategic objectives

3.2.2. Review and agree the strategic (and operational) plans and annual budget. 3.2.3.

Monitor the achievement of the strategic plan and annual budget outcomes.

3.2.4. Establish appropriate and effective policies and procedures for members and the club.

3.2.5. Ensure all legal compliance obligations and functions are effectively performed.

3.2.6. Initiate a Committee self-evaluation and succession planning program to assure the committee is comprised of individuals who are able to meet their duties and responsibilities most effectively.

3.2.7. Ensure that all significant systems and procedures are in place for the club to run effectively, efficiently, and meet all legal and contractual requirements.

3.2.8. Ensure that all significant risks are adequately considered and accounted for through appropriate controls and processes.

3.2.9. Ensure that club has appropriate sports governance structures in place. **4.**

## **Committee Composition**

Composition of the DPWFC Committee is stated in Section 14, 15, 16 and 17 of the Constitution.

4.1. The structure of the DPWFC is detailed in the DPWFC Organisational Strategic Plan.

## **4.2. Meetings of the Committee**

Meetings of the DPWFC Committee are stated in Section 18 of the Constitution

## **5. Committee Position Summaries**

### **5.1. Committee Position Summaries are as per the Committee Role Descriptions Document**

## **6. Committee Culture**

6.1. The Committee actively seeks to have a culture which is characterised by equality and a willingness to achieve its strategic and operational goals

6.1.1. Agendas

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

6.1.2. Norms

- Committee members are honest yet constructive.
- Members are ready to ask questions.
  - Members actively seek out other members' views and contributions.
- Members spend appropriate time on important issues.

#### 6.1.3. Values

- The Committee serves its members by putting their interests first.
- The Committee is responsible to all members and its stakeholders.
- Committee members are personally accountable for what goes on at the club.
- The Committee is responsible for maintaining the club's stature in the community.
- Committee members respect each other.

## 7. Reporting

7.1. Proceedings of all meetings are minuted

7.2. Minutes of all Committee meetings are circulated to members and approved by the Committee once circulated

## 8. Review of Charter

8.1. The Committee will review this Charter annually to ensure it remains consistent with the Committee's objectives and responsibilities.

## 9. Publication of the Charter

9.1. The Charter is to be published online