

# Clarence Gymnastics Association Inc.

400 Cambridge Rd Mornington, Ph 6229 0900, email – [clarence@gymnastics.org.au](mailto:clarence@gymnastics.org.au)

## Clarence Gymnastics Fundraising Committee

### Terms of Reference

This committee is formed pursuant to rules 29 of the Clarence Gymnastics Association Inc constitution:

#### **29. Subcommittees**

*(1) The committee may –*

- (a) appoint a subcommittee from the committee; and*
- (b) prescribe the powers and functions of that subcommittee.*

*(2) The committee may co-opt any person as a member of a subcommittee without voting rights, whether or not the person is a member of the Association.*

*(3) A quorum for the transaction of the business of a meeting of the subcommittee is 2 appointed members entitled to vote.*

*(4) The public officer of the Association is to convene meetings of a subcommittee.*

*(5) Any question arising at a meeting of a subcommittee is to be determined –*

- (a) on a show of hands; or*
- (b) if demanded by a member, by a poll taken at that meeting in the manner the chairperson determines.*

*(6) On any question arising at a meeting of a subcommittee, a member of the subcommittee (including the chairperson) has one vote only.*

*(7) Written notice of each subcommittee meeting is to be served on each member of the subcommittee by –*

- (a) giving it to the member during business hours before the day on which the meeting is to be held; or*
- (b) leaving it, during business hours before the day on which the meeting is to be held, at the member's postal or residential address or place or address of business or employment last known to the server of the notice; or*
- (c) sending it by post to the person's postal or residential address or address of business or employment last known to the server of the notice in sufficient time for it to be delivered to that address in the ordinary course of post before the day on which the meeting is to be held; or*
- (d) faxing it to the member's fax number; or*
- (e) emailing it to the member's email address.*

#### **Committee title:**

Clarence Gymnastics Fundraising committee

#### **Committee purpose:**

The Clarence Gymnastics Fundraising Committee is formed for the purpose of managing the day to day operations of fundraising activities conducted by Clarence Gymnastics Association. Specifically the committee exists to:

- Prepare a calendar of events for approval of Clarence Gymnastics Association Inc

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- Liaise with Clarence gymnastics on fundraising activities
- Help organise fundraising events
- Co-ordinate members to run fundraising events
- Present a report on fundraising events to the Clarence Gymnastics Association Inc committee
- Ensure money is accounted for and finance report on fundraising events is given to the treasurer
- Seek approval to spend money on behalf of Clarence Gymnastics Association Inc

As well as working towards the achievement of the broader strategic and operational goals of Clarence Gymnastics Association Inc.

## **Committee membership:**

The Trampoline Gymnastics Committee consists of the following positions:

- Fundraising Chair
- 4 General members

There is also scope following the nomination process for the Clarence Gymnastics Association to appoint up to a further two general members to the Committee.

## **Voting**

For matters requiring a vote, each committee member has one vote. In the event of a tied vote the status quo is maintained.

## **Authority delegated to the committee:**

The Clarence Gymnastics Association Inc delegates the authority to manage the Fundraising for Clarence to the Clarence Gymnastics fundraising Committee.

This delegation gives the committee power to undertake any activities aligned with strategic and operational outcomes of Clarence Gymnastics Association Inc.

The committee must act in accordance with all Clarence Gymnastics Association policies and directives from the Clarence Gymnastics Association Committee..

Prior approval must be given by the President for the following activities:

- Incurring expenses, outside of preapproved budgets, on behalf of Clarence Gymnastics Association Inc
- Implementing policy

## **Election to the committee:**

The Clarence Gymnastics Fundraising Committee is appointed annually by the Clarence Gymnastics Association Committee at the first meeting of the committee following the annual general meeting.

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## **Functions of the committee:**

As a guide the functions of the committee include, but are not limited to:

- Produce bimonthly reports on committee progress for the Clarence Gymnastics Association Committee
- Act as the conduit for communication between the members and Clarence Gymnastics in relation to fundraising activities
- Prepare and recommend a calendar of all Fundraising activities.
- Recommend and coordinate policy development where necessary
- Help organise fundraising events
- Co-ordinate members to run fundraising events
- Present a report on fundraising events to the Clarence Gymnastics Association Inc committee
- Ensure money is accounted for and finance report on fundraising events is given to the treasurer
- Seek approval to spend money on behalf of Clarence Gymnastics Association Inc

## **Operation of the committee:**

The committee will convene on an as needs basis. To encourage whole of state participation and nomination to the committee many functions of the committee may be decided and actioned via electronic communication rather than face to face meeting if appropriate. Committee operation must adhere broadly to the Constitution of Clarence Gymnastics Association Inc. and the terms of reference however beyond these guidelines specific committee process is to be determined and implemented by the committee itself, led by the Fundraising Chair.

## **Reporting requirements:**

The Clarence Gymnastics fundraising Committee reports directly to the Clarence Gymnastics Association Committee. The committee provides bimonthly written reports on the progress and activities of the committee.

The committee also provides a report for publication in the Clarence Gymnastics Association Annual Report each year, which lists the achievements and activities of the Committee over the past year.