

## **HOCKEY NSW WOMEN'S MASTERS COMMITTEE CHARTER AND BY-LAWS.**

### **PURPOSE OF THE CHARTER**

The Women's Masters Committee Charter sets out the roles, responsibilities and required conduct of the members of the Women's Masters Committees (WMC) of Hockey NSW.

This Charter shall be reviewed annually.

Amendments to the Charter shall be submitted to the Board of Hockey New South Wales (HNSW) for validation.

### **PURPOSE OF THE WOMEN'S MASTERS COMMITTEE**

The Women's Masters Committee (the Committee) in collaboration with the Board of Hockey NSW and the office of Hockey NSW will be responsible for administering all New South Wales (NSW) Masters events.

The overall objectives include:

- Appropriate governance of all Women's Masters matters in NSW.
- A transparent and consultative budgetary process in line with HNSW auditing processes.
- Being accountable to Women's Masters members and providing timely communication with those members.

This Charter authorises the Committee to:

- Conduct / assist with all Women's Masters matters in accordance with the Constitution, Rules, and Policies of Hockey NSW. These also include the selection process, appointments process and reporting responsibilities.
- Make formal recommendations to the Board of Hockey NSW in relation to the future development of Women's Masters hockey in NSW.

### **COMMITTEE CULTURE**

The committee actively seeks to have an engaged, transparent culture which is characterised by candour, integrity, and willingness to enquire and challenge.

#### **1. REVIEW OF THE CHARTER**

The WMC will review this charter annually to ensure it remains updated with any appropriate policy change and remains consistent with the objectives of Hockey NSW.

### **BY-LAWS**

#### **(1) Committee members**

- There will be a minimum of three (3) members consisting of a Chairperson, Treasurer and Secretary. All Committee members must have the appropriate skills to adequately fulfil their role.

- All Committee members shall be appointed by the Board of Hockey NSW. When a vacancy arises, the Board of Hockey NSW will call for Expressions of Interest (EOI) from Women's Masters Members.
- The Chairperson will be nominated by the relevant committee and ratified by the Board of Hockey NSW.
- The Chair of the WMC has no greater authority than other committee members.
- The Chair is responsible for the conduct of the meetings and must give members a reasonable opportunity to comment, be heard and ask questions.
- If a committee member resigns before the end of their tenure, then the committee will notify the Board of Hockey NSW who may deem it appropriate to call for EOIs to fill that position.

## **(2) Meetings**

### **2.1 Annual General Meeting (AGM)**

- (a) The AGM will be held prior to the relevant Women's Masters State Championships.
- (b) Twenty-eight (28) days' notice must be given to members before holding the AGM.
- (c) An annual financial report must be given at the AGM.
- (d) Minutes of the AGM must be circulated to all relevant Masters Members within twenty-eight (28) days of the AGM and posted on the Hockey NSW website.
- (e) A copy of the Minutes will be sent to the President and CEO of Hockey NSW.
- (f) The AGM will be held using any virtual technology that gives any member a reasonable opportunity to participate, including to hear and to be heard.
- (g) Anyone using virtual technology is taken to be present at the meeting.
- (h) A quorum of the AGM shall be 50% plus one (1) of the voting delegates.
- (i) Each Association member must appoint a natural person as its Women's Masters delegate and provide the Hockey NSW Women's Masters Committee in writing with the name and contact details of the delegate, prior to any meeting.
- (j) Each Association member is entitled to one vote.
- (k) Only Women's Masters Members are able to speak at the AGM. In extraordinary circumstances, non-members may be permitted to address the meeting. This will be determined by the Chair of the meeting.
- (l) The elected Chairperson of the WMC will Chair the AGM.

### **2.2 Committee meetings**

- (a) Committee meetings shall be held a minimum of three (3) times per calendar year.
- (b) A committee meeting shall be held no later than fourteen (14) days prior to the AGM.
- (c) Minutes from all Committee meetings must be taken, saved, and passed on to all subsequent Women's Masters Committees.
- (d) Committee meetings can be held in person and / or using any virtual technology that gives any member a reasonable opportunity to participate, including to hear and to be heard.
- (e) Anyone using virtual technology is taken to be present at the meeting.
- (f) A quorum shall be 50% plus one of members of the committee.
- (g) Each committee member is entitled to one vote.

(h) The committee chair is entitled to vote but in a drawn situation does not have a casting vote.

## **TERMS OF OFFICE**

Committee members shall be appointed for a three (3) year term.

Any committee member who has held office for a period of three (3) consecutive years may only be re-appointed by a resolution of the committee ratified by the Board of Hockey NSW.

A committee members' term can cease by giving written notice to the Chair of the committee who shall notify the Board of Hockey NSW.

The Committee Chairs' term will be for a period of 12 months and will begin and end the committee meeting that is to be held no later than fourteen (14) days before the AGM.

## **FINANCIAL AND RELATED RECORDS**

(a) The WMC must make and keep financial records that correctly record and explain its transactions and financial position.

(b) It must enable true and fair financial statements to be prepared for review by all stakeholders and Hockey NSW.

(c) The Committee shall ensure that an annual budget is submitted to the Finance Department of Hockey NSW by the 30th March of each calendar year. This budget is subject to approval by Hockey NSW.

(d) The Committee will ensure compliance with good governance and accounting processes.

(e) The Committee will ensure all claims for reimbursement are accompanied by receipts, the appropriate claim form and have prior approval from HNSW.

(f) The Committee will review all Women's Masters specific policies and supporting documentation annually.

## **CONFLICT OF INTEREST**

(a) A committee member must disclose the nature and extent of any actual or perceived conflict of interest in any matter that is being considered at a committee meeting.

(b) A committee member who has a material personal interest in a matter that is being considered by the committee must not vote on the matter.

(c) The disclosure of a conflict of interest by a committee member must be recorded in the minutes of the meeting.

## DEFINITIONS

**Association member** means a Hockey Association registered with Hockey New South Wales (HNSW).

**Committee** means a committee established by the Board of Hockey NSW.

**Quorum** means 50% plus one of committee members.

**Elected Chairperson** means a person elected by members of the WMC and approved by the Board of Hockey NSW, to be its chairperson.

**Women's Masters Member** means a person registered with Hockey NSW participating in NSW Masters State Field Championships, Masters Indoor Hockey, attending trials for state team selection or representing NSW at the Masters National Championship as either a player or official.

**Voting delegate** is a natural person appointed by an Association member to vote on behalf of that association member at any general or annual Women's Masters meeting.

## MISCELLANEOUS

The Committee shall be, at all times, bound by the decisions of the Board of Hockey NSW and the Constitution, rules, and regulations of Hockey NSW.

Disputes shall be resolved by the parties who are subject to and who will submit unreservedly to the Grievance Procedures of Hockey NSW as set out in the Regulations.