

## TEMPLATE TERMS OF REFERENCE OF SUB-COMMITTEES

### SENIORS SUB-COMMITTEE

#### 1. PURPOSE

The Main Committee has established a sub group to support them in their responsibilities for scrutinising performance and effectiveness of the club. The Seniors Sub-Committee will take specific responsibility for providing direction and scrutiny to the following areas:

- Delivery of the club strategy with specific responsibility for the seniors section
- Ensuring members of the seniors section have access to competitions, services and facilities as provided by the club
- Advising the Main Committee on matters pertaining to senior members

#### 2. MEMBERSHIP

Members of the Seniors Sub-Committee will be appointed by the Main Committee based on their roles within the club and their capacity to contribute to the effective running of the Sub-Committee. The Sub-Committee shall consist of no more than 10 and no fewer than 6 people.

The Sub-Committee Chair will be (appointed by the club Chair? / appointed by the Sub-Committee once formed?)

Sub-Committee members will normally serve a minimum of a one/two/three year term and up to a maximum of six years.

#### Members

Captain of the Seniors Section

Vice-Captain of the Seniors Section

Seniors Secretary

Seniors Treasurer

Seniors Fixtures Secretary

Seniors Social Secretary

Seniors Immediate Past Captain

2 Committee Members

### **3. TERMS OF REFERENCE**

In support of the club's strategy, the Seniors Sub-Committee will oversee implementation of (insert strategic goal for playing membership) which contributes to the club's mission (insert mission statement).

The Seniors Sub-Committee operational responsibilities are to:

- (a) To administer seniors' competitions in compliance with the Club's overall Competition Rules and in liaison with the Competitions and Handicap Sub-Committee.
- (b) To arrange seniors competition fixtures with other clubs, having due regard for other inter-club or society matches organised.
- (c) To develop the Seniors Section of the Club and encourage participation in competition and social events.
- (d) To arrange social activities on behalf of the Seniors Section on a self-financing basis.
- (e) To levy competition entry fees for seniors competitions to ensure that they are self-financing, this being subject to the rules on income set by the Main Committee.
- (f) To oversee the balance on funds for the Seniors Section.

### **4. Limits of Authority**

The Seniors Sub-Committee will be allocated financial resources through the annual budgeting process. The funds are to be applied solely for the purposes set out in the Terms of Reference.

The Seniors Sub-Committee has delegated authority to approve spend up to £xxx (insert agreed limit). Amounts exceeding this sum must be approved by the Main Committee.

### **5. Meeting Schedules**

The Seniors Sub-Committee will meet once every (insert weeks or months as scheduled). Members are expected to attend a minimum of (75% of total) in order to be able to contribute effectively to the Sub-Committee.

Information will be provided at least (3/5/7) days in advance of each Sub-Committee meeting to enable members to prepare effectively.

### **6. Reporting**

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated for actions. A brief written summary will be provided to the Main Committee to ensure transparency and oversight. Matters that require Main Committee decisions will be raised as items on the Main Committee agenda.