



# Hills Football Incorporated Sub Committee Operations Policy

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REVISION	DATE	Notes
1.0	2 <sup>nd</sup> May 2018	New document.
1.1	26 <sup>th</sup> Sep 2018	Inclusion of revision table and formatting.
1.2	7 <sup>th</sup> Oct 2018	Inclusion of the Executive committee roles and responsibilities.

Hills Football Inc (HFI) structures need to be contemporary to promote and maintain Football, sound governance and administration. The HFI board's role is to govern and provide direction for the Association; HFI will form Sub Committees to assist in the management and operational decision-making of the football Association.

HFI see sub-committees as the principal method for member clubs to play an active role in the running of the Association. Sub Committees will also be an avenue for club and member communication with the board. Generally, sub-committees should report their progress, recommendation, etc to the board on a regular basis.

## Role of the Sub Committee

Sub Committees are made up of member club representatives tasked in the management of a specific area of the Association or the resolution of particular football issue.

Main roles and tasks of HFI Sub Committees:

- Set objectives, define policy, and recommend decisions
- Maintain good governance and introduce ethical standards into daily activities
- Monitor the performance and management of Sub Committee's area of the Association
- Monitor the performance of the club against the agreed goals
- Ensure current plans and actions provide for the Association continuity
- Manage communication with the Board, members and others as required.
- Manage risks
- Clearly identify Sub Committee management responsibilities
- Ensure compliance with policies, laws and regulations
- Emphasise and concentrate on long-term goals
- Undertake a regular review of the Sub Committees objectives as set out in the HFI Strategic plan.

## The Role and function of the chair

The main role of the Chair is leadership, ensuring effectiveness in all aspects of the Sub Committees role.

The chair manages meetings, ensures that the Sub Committee is balanced, and Committee discussion is open, and includes all members. It is also the chair's responsibility to ensure that relevant issues are included in the agenda and that all members receive timely information for meetings. The chair of the general Subcommittee meeting would normally be a nominated representative of the board unless unavailable the role of chairman would fall to the chair of the Executive subcommittee.



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In summary, the chair should:

- Understand legal and procedural requirements for meetings
- Determine the meeting is properly convened and constituted
- Understand the business and objects of the meeting
- Preserve order in the conduct of those present
- Confine discussions within the scope of the meeting and timelines
- Decide whether proposed motions and amendments are in order
- Decide points of order and other incidental matters
- Handle all matters in an impartial manner
- Adjourn the meeting where justified.

### **Ethics and code of behaviour**

Please refer to the HFI code of Behaviour policy.

### **Powers of the Sub Committee**

In summary the role of the Sub Committee is to

- set objectives and strategy in accordance with HFI Strategic plan and direction
- apply culture and ethics into activities
- monitor the performance of Association football and activities
- monitor the performance of the HFI against agreed goals
- ensure current plans and actions provide for continuity
- communicate with the board and other stakeholders
- manage risk
- clearly state people's responsibilities
- comply with the constitution, rules and the law.

### **Sub Committee composition**

The Sub Committee should comprise of member club representatives with an appropriate range of skills. It is strongly recommended that member clubs look to recruit people with specific skills for positions on the Sub Committee as required. Generally, they should:

- have the ability to think laterally
- have an understanding of the Sub Committees area of responsibility
- have good communication skills
- be financially literate
- be able to understand and relate to stakeholders
- be ethical, honest and trustworthy
- be a team player.
- A Subcommittee will be able to representation form all member clubs.



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- The subcommittee will select and executive committee of 7 people to research, investigate, and provide recommendation to the subcommittee for voting.
- Extra members may be added from time to time, but all executive subcommittees must have an odd number in members to be considered operational.
- Clubs are permitted to nominate two people to participate on a subcommittee, but only one can attend each meeting at a time.
- Only one representative from each club is permitted on each Subcommittee meeting.
- The board may have up to three members attend the Sub Committee, these members shall have no voting rights.

### Role and function of sub committees

HFI sub committees are a group of represent from member clubs that work in a committee assigned to focus on a task or area, such as by-laws, competition structure, or female football. A sub-committee generally makes recommendations to board and or the clubs for decision.

“Best practice” sub committees are designed to relieve the board of certain tasks and are developed to capitalise upon specialist skills of members willing to contribute their time and expertise to the Association. Size of the committee can vary according to the member clubs and task area. A Sub Committee should be large enough to capture enough skills and experience, but not so large that the effectiveness of decision making is reduced.

Sub Committees should not abrogate responsibilities or assume the role of management but should have an area of responsibility (set by the board) which specifically sets their scope of work, roles and responsibilities. The responsibilities should clearly identify and state the dividing line between the role and responsibilities of the subcommittee and those of other management.

In terms of reporting, sub committees should be required to circulate minutes of each meeting to the Board and management as well as being required to report to the board regularly.

Members of the Sub Committee if elected or appointed to a portfolio, the title of that portfolio member should Officer e.g. Officer for Finance.

### Role and function of Executive sub committees

The Executive of a sub committee are elected at the beginning of each year and serve for the following season, a new Executive should be elected each year. The Executive sub committee shall have the following role;

- Receive issues raised by the clubs or subcommittee, issues must be received in writing 7 days before each general sub committee meeting by HFI to allow distribution to the complete subcommittee.
- To access all issue submitted by clubs and prioritise these issues in order of importance in relation to the coming season and resources available to carry out the required review and provide recommendations to the subcommittee, board and clubs.
- Review in detail the selected issues and develop alternate options.
- Provide options and solutions to the issues raise in the form of recommendation for voting by the clubs and adoption by the board.
- Provide feedback to the great subcommittee on the progress of the executive’s review.



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### Sub Committee Quorum

- A minimum of 65% members of the Committee must be present to seat a quorum.
- A quorum must be seated to set priorities, present motions or hold voting.
- Quorum members participating via teleconference are present during the meeting.
- The Chair and Vice Chair shall meet prior to the Committee Meeting to develop the agenda.

### Executive of the Sub Committee Quorum

- A minimum of 80% members of the Executive Committee must be present to seat a quorum.
- A quorum must be seated to set priorities, present motions or hold voting.
- Quorum members participating via teleconference are present during the meeting.
- The Chair and Vice Chair shall meet prior to the Executive Committee Meeting to develop the agenda.

### Special Project Sub Committee's

- Each Special project will be assigned a sponsor, typically from the Board.
- Projects will be presented in writing (terms of reference) to the Sub Committee Chair and will contain adequate detail to allow the Steering Committee to assess and prioritize the work, gather information, and provide recommendations.
- The Committee Chair shall review the terms of reference (TOF) for completeness for accuracy prior to the setting of the Sub Committee's agenda.
- TOF will be distributed electronically to members of the Committee prior to the first meeting date.
- The project sponsor may be asked to make a presentation to the Sub Committee on the project at the first Sub Committee Meeting.

### Meetings.

The Sub Committee shall meet regularly as required.

- All meetings are open to Board members and invited club guests.
- Meetings shall be scheduled in regularly with a least one meeting held prior to season kick off.
- Additional meetings can be called as needed by any member of the Sub Committee.
- The Sub Committee member may make the request verbally, via email, or in writing to the Chair or Vice Chair.
- The Chair or Vice Chair shall then schedule a meeting at the first opportunity to have a quorum assembled.
- Ad hoc meetings can be held via telephone conference call, or electronic media.
- Each Subcommittee shall conduct a season end review in their area of responsibility to provide recommendation to the board for the following season.

### Sub Committee Voting

- The Sub Committee shall vote on specific motions entered and seconded by Committee members.



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- All motions requiring a vote must be submitted to General Manager of HFI 7 days prior to the next meeting allow communication to all members before a vote to take place.
- Each Committee member is allowed to cast a single vote.
- Committee members may abstain from voting.
- Members may enter an absence vote or assign their vote to another Committee member by informing the Committee Chair of their choice via email, in writing, or verbally.
- A simple majority vote of the Committee members present is required for an affirmative vote.
- In the event of a tie vote, at the discretion of the Committee Chair, one of the following options may be used:
  1. Resolve the impasse by further discussion and calling for an additional vote.
  2. Send the submission back to the Sub Committee for further analysis, clarification, or revision.
  3. If the full Sub Committee is not present, table the motion until such time as the full Sub Committee can be seated.

### Voting outside committee meetings

Sub Committee members can vote on issues and pass motions without holding a physical committee meeting. The following rules should apply.

Such votes are usually referred to as 'flying minutes' or a 'VOC' (a vote outside committee). Some general rules for such votes are:

- The motion must usually be in writing and given to **the HFI general manager for distribution 7 day before voting.**
- The Chair must be informed and ideally manages the flying minute.
- The motion must be passed by a simple majority.
- Such notice may be provided verbally as a last resort it is preferred that another appropriate form of communication is used, such as email.
- As soon as possible after motion has been given to the Sub Committee the committee should either meet or conduct discussion via electronic media before voting takes place.
- Once the vote is decided, the results must be provided to the Sub Committee chair or board as required.

It is important that the Sub Committee confirms any motions that have been voted on outside of a committee meeting at its next Sub Committee meeting, to ensure the accuracy of the motion.

HFI view is that the legislature intended that a Sub Committee should preferably hold formal committee meetings, and only use flying minutes and the like in limited circumstances.

This is because the rules under which Sub Committees operate are intended to bring transparency and accountability to their operations. Flying minutes do not necessarily rule out compliance with these requirements, but there is little doubt that it means the actions of the committee become less accountable and transparent.

Accordingly, the Sub Committee should reserve the use of flying minutes for issues where there is a genuine emergency or urgency or where there is little need for deliberation and a simple yes/no vote will suffice. They can also be used where it is impossible or impractical to convene a formal committee meeting. The written notice should clearly state that a voting is



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being sought outside a committee meeting and indicate how and by when votes are required. Moreover, there is no reason why the committee cannot agree to conduct formal meetings by teleconference/ Electronic media.

There remains a need though to make sure Flying minutes are not being used to manufacture outcomes and avoid scrutiny on difficult decisions that is why all committee members must be involved.

### Sub Committee Issues

Issues which may from time to time disrupt the operations of the subcommittee are to be referred to the board for resolution, the following are consider reasons for referral to the board:

- Issues with the Terms of Reference which render the Subcommittee dysfunctional.
- The Subcommittee the voting process is locked and no result foreseeable.
- The running of the Subcommittee is considered dysfunctional.
- In the view of the Subcommittee a result cannot be achieved by the committee process.
- In the view of the chairman a result cannot be achieved by the committee process.
- Any request to the board must be support by a minimum of 5 clubs.

### Board Feedback

The Board will review and discuss the Sub Committee submission and accept a motion from the Sub Committee to take one of the following actions:

- Approve the recommendations by Vote.
- Return the project / Issue to the Sub Committee for revision or further information.
- Table the recommendation for later action.
- Deny the recommendation.
- Other action as may be required.
- Submissions presented outside of the Subcommittee structure will be referred back to the Sub Committee for resolution.

### Appeals

Submissions denied by the board can be appealed. A majority of the Sub Committee members may request an appeal as follows;

1. At a Sub Committee meeting a motion of appeal is supported by 70% of all members of the Sub Committee.
2. The motion for an appeal must be made to the Sub Committee Chair within 1 week of the decision. The appeal may be requested in writing, or via email.
3. The Chair shall work with the member requesting the appeal motion to provide any addition information to the Sub Committee that shall include a discussion of the advantages, disadvantages, impact of the proposed motion, any Changes and Revisions to the initial recommendation to be submitted to the board.