

Management Group Terms of Reference

1.1 Management Group

- (1) A minimum of seven members will be elected annually according to Clause 1.4.
- (2) A representative of Melbourne University will be appointed by Melbourne University to the Management Group.
- (3) A Chairperson/President will be elected by the members of the Club at the annual general meeting each year.
- (4) Should a member of the Management Group step down during the year, a casual vacancy shall be declared. Nominations shall be called for the position as outlined in clause 1.5.
- (5) The Management Group quorum shall be four.
- (6) The Management Group shall act in accordance with all clauses as identified in the Club Statement of Purpose and Rules of Incorporation.
- (7) The Management Group may appoint additional members as deemed necessary.

1.2 Management Group Responsibilities

The affairs of the Club shall be managed by the Management group. The Management Group's responsibilities shall be:

- (1) To control and manage the business and affairs of the Club.
- (2) Subject to the Club Rules of Incorporation, exercise all such powers and functions as may be exercised by the Club other than those functions that are required by the Rules of Incorporation to be exercised by general meetings of the Club.
- (3) To administer and perform the obligations of the Victorian Netball League License Agreement.
- (4) Each member of the Management Group shall hold an operational portfolio as follows:
 - a. President/Chairperson
 - b. Club Administration
 - c. Communications
 - d. Finance
 - e. People & Culture
 - f. Events & Fundraising
 - g. Sponsorship
 - h. Uniforms & Equipment
- (5) Attend all scheduled Management Group meetings.

- (6) Take responsibility for their relevant portfolio and delegate relevant duties/responsibilities to other Club volunteers.
- (7) Submit reports as deemed necessary.
- (8) Comply with the policies and guidelines and all rules and regulations of the Melbourne University Lightning Netball Club & VNL License Agreement.
- (9) Comply with the Melbourne University Lightning Netball Club Statement of Purpose and Rules of Incorporation.
- (10) Appoint team coaches and team officials.
- (11) Appoint team selection panels.
- (12) Attend the annual Club induction day.
- (13) Formulate and review program policies, guidelines and standard operational procedures.
- (14) Determine the necessary action to be taken if circumstance arise which are not provided for in the Melbourne University Lightning Netball Club rules and regulations.
- (15) Conduct team coach, team official and player annual performance reviews.
- (16) Dispute resolution and the power to impose sanctions on players, team officials, parents and other appointed representatives of the Melbourne University Lightning Netball Club that brings the game or Club into disrepute.

1.3 Criteria for Management Group Member

- (1) Experience, knowledge and/or skills in the portfolio area they are nominating for.
- (2) Understanding of the Victorian Netball League License Agreement.
- (3) Ability to commit to after hours meetings and relevant weekend events.
- (4) Provision of a current Working with Children Check.

1.4 Appointment of Management Group Members

- (1) Melbourne University Lightning Netball Club shall call for nominations annually.

- (2) Notification of vacancies will be notified via a range of communication strategies including:
 - (a) Direct email to current Management Group members
 - (b) Direct email to Club membership group, including team coaches, team officials and the player group.
 - (c) Direct email to organizations who have partnered with Melbourne University Lightning Netball Club.
 - (d) Club Website, Team APP and Facebook pages
- (3) Nominations of candidates for appointment as a Management Group Member, shall be:
 - (a) made in writing with a resume; and
 - (b) delivered to the Melbourne University Lightning Netball Club Administrator by the date specified on the call for nominations.
 - (c) If more than one nomination for a portfolio is received, the incumbent Management Group will shortlist the applicants and may interview those applicants shortlisted.
 - (d) Appointments shall be confirmed at the annual general meeting.

1.5 Vacancy on the Management Group

- (1) In the event of a casual vacancy occurring during the Melbourne University Lightning Club season, the Club Administrator shall call for nominations.
- (2) Nominations will be called within four (4) weeks of the vacancy occurring.
- (3) Notification of the casual vacancy will be notified via a range of communication strategies including:
 - (a) Direct email to current Management Group members
 - (b) Direct email to Club membership group, including team coaches, team officials and the player group.
 - (c) Direct email to organizations who have partnered with Melbourne University Lightning Netball Club.
 - (d) Club Website, Team App and Facebook Pages
- (4) Nominations of candidates for appointment as a Casual Management Group Member, shall be:
 - (a) made in writing with a resume; and
 - (b) delivered to the Club Administrator by the date specified on the call for nominations.

(c) If more than one nomination for a portfolio is received, the Club President/Chairperson will shortlist the applicants and may interview those applicants shortlisted.

(e) The person taking up the casual vacancy will hold office until the next appointment of the new Management Group but is eligible for reappointment.

1.6 Management Group Induction

(1) The Management Group President/Chairperson shall provide all Management Group members annually with an induction.

(2) This induction shall provide an overview of the following information to the Management Group members:

- a. Club Policies, Rules & Regulations.
- b. Guidelines for working relationships between the Management Group and club coaches and team officials.
- c. Management Group portfolios.
- d. Strategic objectives of the Melbourne University Lightning Netball Club.
- e. Club budget.
- f. VNL License Agreement.

1.7 Code of Conduct

Members of the Management Group shall:

(1) Respect the confidentiality of information that comes to them in the course of their duties.

(2) At all times discharge allotted and accepted responsibilities as a Management Group member with integrity.

(3) Not misuse authority or office for personal gain.

(4) Comply with State and Federal laws and operate within the spirit of those laws.

(5) Comply with the Netball Australia Member Protection Policy.

(6) Not injure or attempt to injure, maliciously or recklessly, directly or indirectly, the professional reputation, prospects or business of others.

(7) Accept only such roles as they believe they are competent to perform and, as necessary, obtain expert advice.

(8) Not speak or act on behalf of the Club except when formally given the authority for specific and time limited purposes.

(9) Shall represent the interests of the Club as a whole.

1.8 Grounds for Termination of Member of the Management Group

The Club may terminate a member of the Management Group in the following circumstances:

- (a) failure to comply with all reasonable directions and requests of the Club President/Chairperson in relation to the administration and management of the Club;
- (b) if the member commits a material breach of this Agreement and that breach has not been remedied to the reasonable satisfaction of the Club President/Chairperson within seven (7) days of receipt of written notification from the President/Chairperson of that breach;
- (c) if the member engages in conduct which in the reasonable opinion of the Club President/Chairperson reflects unfavourably on the goodwill, good name, reputation or image of the Club;
- (d) if the member fails to attend a minimum of 50% of all scheduled meetings in one calendar year, notwithstanding the absence is due to exceptional and extenuating circumstances.

1.9 Management Group Performance Review

- (1) The Club President/Chairperson will meet with individual members of the Management Group annually to review performance and operational issues.
- (2) The Management Group shall prepare an annual report for submission to the Club membership at the Annual General Meeting.
- (3) The Management Group shall prepare interim reports as required.