



**PN 123 CARINE JUNIOR FOOTBALL CLUB  
COMMITTEE PROCEDURE**



The Choice of the AFL

The Club Committee is appointed at the AGM on an annual basis.

At the first Committee meeting following the appointments, portfolios are allocated to each member.

Existing Committee members should handover portfolios to incoming members as much as possible.

Each Committee member shall undertake the duties set out in their portfolio as best they can, and report to Committee meetings on a monthly basis.

Each Committee member shall inform the President or Secretary or Volunteer Co-ordinator immediately should any conflict of interest arise in respect of their role, or if they are unable to undertake the role.

The Committee shall meet on a monthly basis, with the scheduling and agenda items the responsibility of the Secretary.

The general management and decisions of the Committee are determined in accordance with the rules set out in Clause 23 of the constitution and accepted meeting procedures.

Clause 23 is restated as follows:

- (1) The Committee shall meet together for the dispatch of business not less than once in each calendar month and the President may at any time convene a meeting of the Committee
- (2) Each Committee member has a deliberative vote
- (3) A question arising at a Committee meeting shall be decided by a majority of votes, but if there is an equality of votes, the person presiding at the Committee meeting shall have a casting vote in addition to their deliberative vote
- (4) At a Committee meeting a minimum of half of the Committee members plus one shall constitute a quorum
- (5) Subject to these rules, the procedure and order of business to be followed at a Committee meeting shall be determined by the Committee members present at the Committee meeting
- (6) A Committee member having any direct or indirect pecuniary interest referred to in Section 21 or 22 of the Act shall comply with that Section.

All matters raised at the Committee meeting are to be kept confidential where the release of such matters may be prejudicial to the Club.

All Committee members are required to agree to the Club's policies and procedures, including its Code of Conduct.

*Approved 29 January 2018*