

COMMITTEE & ADVISORY COMMITTEE STANDING PROCEDURES

The Melbourne Central Basketball Association's (MCBA) Board (the Board) operates as the Governing Body of the Association and operates with the support of the following Committees and Advisory Committees:

- Financial, Audit and Risk Management Committee
- Tigers Representative Advisory Committee
- Competitions Advisory Committee
- Fundraising and Events Advisory Committee

Membership and Term

- The Board will appoint Directors to Committees as either the Chair of the Committee or a member of the Committee for a term not exceeding two years.
- The Board Chair may be nominated as a Committee member but not a Committee Chair.
- The Board will review Committee membership annually.
- Other membership of Committees and Advisory committees is made up of the specified skill sets required as per the specific charters.
- The Board will appoint members to the Committee and Advisory Committee for a term not exceeding two years.
- Committee and Advisory Committee members may be appointed for two further consecutive terms.

Meetings

- Committees and Advisory Committees will meet as required, in general they will meet four times a year. Any sub-committee formed may meet more frequently.
- Committee and Advisory Committee members must disclose any interests in a matter being considered by the Committee or Advisory Committee.
- Committee and Advisory Committee member must adhere to the Board's Conflict of Interest Policy.
- Committees and Advisory Committees will develop and agree an annual meeting schedule at the first meeting in the calendar year.
- All Board members who are not also Committee members are able to attend Committee meetings but do not have voting rights.
- Advisory Committees understand that final decisions remain with the Board and any matters requiring a vote whereby the matter is voted in favour of by the committee should then be a recommendation to the Board for the Board's ultimate decision.
- Minutes shall be distributed to all Committee and Advisory Committee members and included in Board papers at the next scheduled Board meeting. Minutes will generally be circulated within 2 weeks of meeting once approved by the Chairperson.

Attendees:

- Advisory Committees can invite employees or external parties to attend meetings on a standing or ad hoc basis. Invited attendees do not have voting rights.

The following table details additional management and employee attendees:

Advisory Committee	Regular Attendee
Financial Audit and Risk Management Committee	General Manager
Tigers Representative Advisory Committee	Administration Manager Senior Tigers Administrator (Non-voting)
Competitions Advisory Committee	Operations Manager Competitions Administrators (Non-voting)
Fundraising and Events Advisory Committee	Marketing and Communications Manager Administration Manager

Quorum:

- The majority of current Advisory Committee members constitutes a quorum.
- A meeting of the Advisory Committee at which a quorum is present is competent to transact any business of the Advisory Committee.

Secretariat:

- A notice for all meetings will be sent to members of the Advisory Committee confirming the date, time and venue of meeting, noting notices may be in the form of calendar invitations.
- The agenda and any papers will be distributed to members of the Advisory Committee five calendar days prior to the meeting date.
- Any late papers will only be included in meetings and circulated at the discretion of the Chair.
- The following nominated roles will undertake secretariat responsibilities or any such other persons as nominated by the Chair:

Advisory Committee	Nominated Role
Financial Audit and Risk Management Committee	Chair
Tigers Representative Advisory Committee	Administration Manager
Competitions Advisory Committee	Competitions Administrator
Fundraising and Events	Administration Manager

- Minutes, agenda and supporting papers will be made available to all members providing no conflict of interest exists.



Charters and Reviews:

Advisory Committees:

- Advisory Committees are to review their Charter on an annual basis and recommend changes, if any, to the Board for approval.
- The Board reviews Advisory Committee Charters on a two yearly basis.
- Advisory Committees are to evaluate their performance on an annual basis and provide this evaluation to the Board.

Registers:

- A register containing member contact details is maintained on the Melbourne Central Basketball Association Microsoft Team – Board Secretarial Register

Inductions:

- The General Manager will oversee the induction process for new Advisory Committees members supported by the Advisory Committee Chair and/or the Board Chair, where appropriate.
- Newly appointed members will undergo an induction program to ensure information and knowledge is provided to equip them for the role on the Advisory Committee.
- All new Advisory Committees members will receive an induction pack.

Committee and Advisory Committee Requirements:

- Adhere to MCBA Values at all times.
- Adhere to the Basketball Victoria Code of Conduct and any other Code of Conduct MCBA implement.
- Agree and adhere to MCBA Confidentiality Agreement.
- Provide MCBA with an Annual Member Protection Declaration.
- Hold a current Working with Children Check with Melbourne Central Basketball Association registered with WWCC. Provide a copy of the WWCC to MCBA Administration Manager.

APPROVAL / VERSION CONTROL	
Original Implementation Date	2 April 2025
Approved by:	MCBA Board
Updated:	
Next Review Date:	March 2027