



## Canberra Region Rugby League Committee Charter

### 1. Purpose of this Charter

- 1.1. The Committee Charter sets out the role, composition and responsibilities of the committee of Canberra Region Rugby League
- 1.2. The conduct of the committee is also governed by the Constitution of Canberra Region Junior Rugby League, a copy of which is located at <https://www.raiders.com.au/crrl/administration/>

A number of operational committee matters such as number of meetings per year, election and appointment processes and member meetings are governed by the Constitution and are not reproduced here.

### 2. Roles and Responsibilities

- 2.1. The Committee's key responsibilities are:
  - 2.1.1. to act in the best interests of the Canberra Region Rugby League as a whole;
  - 2.1.2. uphold the values of Canberra Region Rugby League
    - Excellence
    - Adaptability
    - Integrity
    - Respect
    - Inclusion
    - Courage
    - Professionalism
  - 2.1.3. observe their duties as Directors in terms of the Corporations Act 2001 (Cth), common law, the Canberra Region Junior Rugby League constitution and any other relevant legislation; and
  - 2.1.4. provide advice on the direction of Canberra Region Rugby League competitions and any other matters as deemed necessary by Management.
- 2.2. The key functions of the committee are to:
  - 2.2.1. Provide effective leadership and collaborate with the executive management team in:
    - articulating the organisation's values, vision, mission and strategies
    - advising on relevant sport operations matters such as competition construct and delivery

- maintaining open lines of communication and promulgating through the organisation and with external stakeholders the values, vision, mission and strategies
  - developing and maintaining a committee structure to support the achievement of agreed strategic objectives
- 2.2.2. Ensuring a diverse and effective committee, in line with the Canberra Region Junior Rugby League constitution with appropriate policies and procedures for the committee and its members;
- 2.2.3. Supporting and providing advice and counsel to the General Manager on matters as requested.
- 2.2.4. Ensure, through the committee and others as appropriate, compliance obligations and functions are effectively discharged
- 2.2.5. Ensure that all significant systems and procedures are in place for the organisation to run effectively, efficiently, and meet all legal and contractual requirements
- 2.2.6. Monitoring and advising on non-financial risk areas by ensuring the implementation of an effective risk management and internal control framework, such as CRRL Risk Appetite Statement and CRRL Risk Management Policy;
- 2.2.7. Assist the GM where required in ensuring that Canberra Region Rugby League has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility;
- 2.2.8. Managing committee members' interests, conflicts of same and related-party transactions
- 2.2.9. oversight of compliance with appropriate laws and regulations and major litigation;
- 2.2.10. evaluating committee processes and performance of the committee as a whole, as well as contributions by individual members, ensuring the committee's effectiveness in delivering good governance, including performance and conformance matters;
- 2.2.11. corporate governance matters, including frequency and agendas of the committee and committee meetings,
- 2.3. The committee acts as a sports advisory body to the General Manager. The GM is responsible for the overall day-to-day management and the performance of the Organisation. The GM manages Canberra Region Rugby League in accordance with strategy, delegations, business plans and policies and all relevant legislative requirements.
- 2.4. The committee has no operational involvement in the conduct of organisation's business activities and delivery of services.

### **3. Membership and Independence**

- 3.1. The Constitution, under Part III, 14.1, provides for a committee of eleven members, including the appointment by CDRL of a Chairperson. The committee requires a quorum of five members to transact business at meetings, under clause 20.5 of the constitution.

- 3.2. Members are free from any interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the member's ability to act in the best interests of the organisation.
- 3.3. The committee shall regularly assess the independence of each member in light of the interests disclosed by them.
- 3.4. Each member must provide the Board with relevant information to assess their independence.
- 3.5. In assessing independence, the following matters will be considered and a member will be regarded as independent if that member:
  - 3.5.1. is not a director, officer or otherwise officially associated directly with a member or affiliated organisation;
  - 3.5.2. has within the last three years not been a principal of a material professional adviser or a material consultant to Canberra Region Rugby League or an employee materially associated with the service provided;
  - 3.5.3. has not been a material supplier of Canberra Region Rugby League, or an officer of or otherwise associated directly or indirectly with a material supplier;
  - 3.5.4. has no material contractual relationship with Canberra Region Rugby League, other than as a committee member of Canberra Region Rugby League;
  - 3.5.5. has been free from any business relationship which could, or could reasonably be perceived to, interfere materially with the member's ability to act in the best interests of the Organisation.
- 3.6. Membership of the committee shall be disclosed in the annual report.

#### **4. Chair's Responsibilities**

- 4.1. The Chair of the committee has a major role as the head of the committee in providing leadership to the Directors and other functions including:
  - 4.1.1. leading and facilitating the committee;
  - 4.1.2. setting the committee direction and focus;
  - 4.1.3. conducting an effective decision-making process and ensuring that the committee is focussed on achieving outcomes;
  - 4.1.4. ensuring that no one has excessive influence;
  - 4.1.5. maintaining a professional working relationship with the GM;
  - 4.1.6. acting as a spokesperson, where appropriate, in conjunction with the GM;
  - 4.1.7. promoting constructive and respectful relations between members;
  - 4.1.8. ensuring the committee and individual members are performing their roles as members as required by the organisation
  - 4.1.9. ensuring that the committee's workload is dealt with effectively;
  - 4.1.10. role-modelling ethical standards and behaviour based on the Canberra Region Rugby League agreed values;
  - 4.1.11. ensuring meetings are effectively conducted and minutes are circulated and acknowledged in a timely manner.

## **5. Code of Conduct**

- 5.1. Canberra Region Rugby League takes ethical and responsible decision-making very seriously. It expects its staff, volunteers and Committee Members to do the same.
- 5.2. All members must be bound by and at all times comply with the Canberra Region Rugby League Committee Code of Conduct which outline the type of behaviour that Canberra Region Rugby League requires from its members and sets out clear principles and guidelines for the ethical and professional conduct of members in effectively carrying out their responsibilities.
- 5.3. The committee has an appropriate system for enforcing compliance with the code.

## **6. Review of Charter**

- 6.1. The committee will review this charter annually to ensure it remains consistent with the committee's objectives and responsibilities.

## **7. Publication of the Charter**

- 7.1. Key features of the charter are to be outlined in the organisation Annual Report.
- 7.2. A copy of the charter is available at <https://www.raiders.com.au/crri/administration/>