



## **COMMITTEE CODE**

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### **Club constitution (“Rules of the Club”)**

The Committee has responsibility under the constitution for the management of the Club (Rule 9(a)). This involves day-to-day management to meet the Objects of the Club, while also maintaining the Club’s longer term viability. Committee members are to be familiar with the constitution (accessible on the Club website). (The constitution is registered with the W.A. Department of Commerce, in accordance with the Associations Incorporation Act 1987 (as amended). The registration number is WA A0820597J. The mechanism for any alteration is laid down in the constitution.)

**Note:** A new Act is expected to replace the 1987 Act in 2016. The new Act will require the Club to update the Rules as well as introducing a number of changes regarding: financial reporting, governance, privacy and membership.

### **Statutory requirements**

The Committee must ensure the Club complies with the requirements of the Act. Guidelines are available from the Department of Commerce to assist. The Club is registered with ‘AssociationsOnline’, a Consumer Protection secure online portal that allows the Club to check the status of our association, purchase copies of documents, submit a range of forms and update association contact information if necessary.

### **Policies and Codes of Conduct**

Committee members are to be familiar with the Club’s operating practices as detailed in the Club Policies and Codes, and have responsibility to apply and develop these practices to ensure clarity, consistency and transparency in managing Club affairs, and to ensure the Codes and Policies are reviewed on a regular basis. Alterations to the Codes and Policies are only be made after suitable deliberation and consultation.

### **Risk management**

The Committee ensures the Club and its members adequately address the risk which is inherent in active recreation by practising good risk management, and encouraging leaders and members to develop resources and skills to ensure activities are conducted in a safe and responsible manner. The AS/NZS ISO 31000-2009 standard and [Federation of W.A. Bushwalkers “Risk Management Guidelines” 2011](#) provide guidelines for risk management, and the principles are incorporated into the Club policies and processes (also see Risk Management Policy).

The Committee will also apply risk management to Club governance and will ensure the Club is adequately protected against loss by practising due diligence; carrying appropriate insurances; and applying good management principles.

### **Membership of ‘Bushwalking WA’**

The Committee will encourage members to stand for election to the Board of Bushwalking WA (The Federation of Western Australian Bushwalkers) as the peak body for bushwalking in W.A.

### **Committee Member conduct**

Committee members will make every effort to facilitate the effective operation of the Committee through the following:

- i) **Meetings attendance** – The quorum for Committee meetings is 51% of the Committee. Members unable to attend will advise the Secretary and Committee Chairperson (the President) of their apologies as far in advance of the meeting as possible.
- ii) **Absence from Committee duties** – Members who will be unable to fulfil their Committee duties for a period for whatever reason (e.g. sickness; vacation) will give as much advance notice as possible to the Secretary and Committee Chairperson (the President) so that arrangements can be made to ensure the position duties are adequately covered during the absence. Whenever possible the absent position holder will initiate, or assist, in those arrangements before becoming absent.
- iii) **Email correspondence** – Members will respond in reasonable time to emails that require their response on Committee business. Members will ensure that their Club Committee email accounts (ref. Communications Policy) are checked for email regularly, or alternatively have email auto-forwarded to their personal address.
- iv) **Meeting business** - Discussion at meetings will focus on items on the agenda. Issues raised without notice may be discussed under ‘Any Other Business’ at the end of the formal agenda, time permitting.