

Sport Climbing Australia Inc.

Queensland Sub-Committee

Terms of Reference

The following has been informed by the *Constitution of Sport Climbing Australia Incorporated* in particular Clause 22 which permits the Board to delegate functions to one or more sub committees.

Functions

The functions of the SCA Queensland Sub-Committee are to:

- i. Provide advice and recommendations to the Board of SCA regarding the organisation and administration of the sport of Competition Climbing in Queensland;
- ii. Undertake activities related to the organisation and administration of the sport of competition climbing in Queensland as delegated by the Board of SCA/ national level SCA Sub-Committees, and consistent with SCA policies. This may include the development and coordination of regional and/or state series and events (as endorsed by the Board). Relevant SCA policies that need to be adhered to include (but are not limited to) the SCA Conflict of Interest policy, the SCA Competition Rules and Regulations including the SCA Code of Ethics, and the SCA finance policies.
- iii. Encourage and facilitate where possible communication between members of the Queensland climbing community;
- iv. Provide advice and recommendations to the Board of SCA on how the further development of climbing in artificial climbing environments in Queensland (including competitions) can be supported and encouraged;
- v. Undertake activities related to the further development of climbing in artificial climbing environments and competition climbing as delegated by the Board of SCA/ national level SCA Sub-Committees, at all times in a manner consistent with SCA policies;
- vi. Liaise with national Sub-Committees of SCA, and the SCA Board;
- vii. Provide a report to the Board of SCA at least once a quarter outlining developments, recommendations and issues related to Queensland;
- viii. Support the efforts and policies of SCA to encourage safe and equitable practices in artificial and competition climbing environments, including:
 - a. The avoidance of discrimination;

- b. Adherence to standards and operating procedures as endorsed by Sport Climbing Australia;
- c. Observing national and international provisions on the use of prohibited substances in sporting competitions; and
- d. Application of the SCA Code of Ethics.

The Sub-Committee is to be known as the SCA Qld Sub-Committee. The Sub-Committee must not purport to be an organization in its own right.

Membership

The SCA Queensland Sub-Committee may consist of:

- a. Up to 10 SCA members (these may be Individual or Facility members); plus
- b. Queensland members of SCA national sub-committees and the SCA Board.

As with other SCA sub-committees nominations for membership should be forwarded to the SCA Board for ratification. The Sub-Committee membership should reflect a diversity of interests and diversity of localities. Meetings of this Sub-Committee will be open to all interested SCA members and invitees, though voting rights will be limited to SCA Individual or Facility members.

As per the SCA Constitution (Section 22 [8] below) the Sub-Committee must have an elected Chair:

Each state/territory sub-committee is to be chaired by a member of the association, who will be nominated by members resident in that state for at least three months at the time of voting. The voting process for Chair and members of any such sub-committee shall be supervised by the Secretary of the association.

The SCA Secretary is to determine the process to be used. The Board` suggests that all SCA members resident in Queensland be given adequate notice (at least 14 days) of a meeting where the Qld Sub-Committee nominees including Chair will be determined. If more SCA members wish to be members than positions exist the Secretary, on advice from Queensland members, can seek Board permission for more members to be allowed on the Sub-Committee, or the national SCA Secretary may require an election amongst members from Queensland. Only financial SCA Individual members may vote.

Specific roles/ portfolios on the Sub-Committee can be specified by the Sub-Committee itself. These may include but are not limited to:

- Secretary
- Financial Officer (responsible to the SCA Treasurer for collection of monies and banking in SCA account, processing of accounts for Treasurer etc)
- Competitions Coordinator
- Public Relations Officer
- SCA Board liaison;
- Schools Liaison Officer.

Sub-committee members hold office for one year, but are eligible for re-election. Elections should take place within two calendar months of the SCA Annual General Meeting, or as soon after the AGM as is practicable. Each position is to operate in a manner consistent with SCA policies and practices in that area, and liaise with the SCA officer who has national responsibilities in that area should one exist.

Financial Arrangements

The Sub-Committee will process all funds it receives through the SCA accounts as specified by the Treasurer. The Sub-Committee shall deposit monies received within the period indicated in the SCA Constitution and according to SCA policies. The distribution of funds deposited by the SCA Qld Sub-Committee will be determined by the SCA Board and its policies eg the SCA Fundraising Policy. The Treasurer may approve particular procedures for the banking of monies received and payment of costs associated with SCA Qld Sub-Committee activities. At all times the Treasurer of SCA Inc. remains the responsible financial officer. The financial activities of all State/Territory sub-committees will be reported on as part of the SCA Treasurer's reports to the Board.

Frequency of Meetings and Quorum

As per the constitution the sub-committee can meet and adjourn as it sees fit. The Board suggests the SCA Queensland Sub-Committee meet at least every three months at such time and place as the Sub-Committee decides.

If a dispute exists that cannot be resolved by the Sub-Committee this should be referred to the SCA Board.

It is suggested that all members of the Sub-Committee should be advised of a sub-committee meeting at least seven days in advance. Any five members of the

sub-committee constitute a quorum, and no business is to be transacted unless a quorum is present. If this incidence occurs, the meeting must be re-scheduled.

Other Reporting Arrangements

The Board is to be kept informed of actions and/or decisions such as, but not limited to:

- The Sub-Committee's planned activities and objectives;
- Roles of The Sub-Committee;
- Current members of The Sub-Committee;
- Minutes of The Sub-Committee meetings;
- Proposed and ongoing sponsorship, and;
- Events.

A written report should be submitted to The Board from the Sub-Committee at least once every three months.

The Sub-Committee can raise issues relating to these terms of reference with the Board.