

Queensland School Sport

(District Name) (Primary or  
Secondary) School Sport  
Committee

Model Governance Structure

Date Approved by QSSC – August 2008

**Queensland** School Sport



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## 1. Name

- 1.1. The body shall be known as the” .....District Primary/Secondary School Sport Committee” and hereinafter referred to in this document as “The Committee”.

## 2. Purpose

- 2.1. The purpose of the Committee is as follows:
- a) to promote Primary or Secondary School Sport in the relevant District;
  - b) to encourage schools in the relevant District to organise and improve the standard of sport played in their schools;
  - c) o provide opportunities for students in the District to participate in higher levels of competition.

## 3. Powers and Functions

- 3.1. To achieve the objects of this governance structure, the Committee has the power to:
- a) carry out activities to support and further the objects of the Committee as outlined in this governance structure;
  - b) encourage school personnel and community representatives to become more proficient in the presentation of school sporting activities;
  - c) co-ordinate the efforts of schools in the relevant District in the organisation of school sport programs.
  - d) liaise with the Regional School Sport Board in the organisation of representative school sport programs.
  - e) appoint suitably qualified teachers to coordinate selection trials in each of the regions’ approved sports;
  - f) liaise with other bodies concerned with sports in which the district conducts competitions;
  - g) provide representatives to the Region’s management committees;
  - h) publish a calendar of district carnivals which aligns with regional sporting activities;
  - i) establish a developmental plan and operational guidelines for the implementation of the School Sport Program.

Others .....

- 3.2. In its role as a departmental committee, the exercise of the powers and functions of the Committee is subject to the relevant policies, procedures and directives of the Department of Education, Training and the Arts.

## 4. Membership

- 4.1. All registered teachers of affiliated state and non-state schools/colleges in the District (including special schools) may attend Committee Meetings as observers.
- 4.2. Each school is entitled to have as Committee members, two delegates from each affiliated school in the District. These delegates must be:
- a) the Principal or his/her written nominee; and
  - b) the school's sport coordinator.
- 4.3. Affiliated schools represented on the committee shall be: .....
- 4.4. The Committee shall operate through an Executive which will be elected by and from the voting members at the Annual General Meeting and will consist of:
- a) Chairperson, who must be 'a principal or classified officer';
  - b) Secretary; and
  - c) Treasurer.
- 4.5. Recommendations for Life Membership (Meritorious Service Award) can be nominated to the Committee by any official delegate. Life Membership does not, in itself, provide voting entitlement at any Committee meeting.

## 5. Methods of Operation

- 5.1. The Committee must meet at least twice per calendar year, and at other times as deemed necessary by the Committee Executive.
- 5.2. It is appropriate for meetings to be conducted via teleconferencing.
- 5.3. An Annual General Meeting must be held each calendar year.
- 5.4. All schools shall be given a minimum of two weeks written notice of any meeting of the Committee.
- 5.5. It is the responsibility of each affiliated school to notify the Committee of its delegates to the Committee.
- 5.6. A quorum for all meetings shall be a majority of member schools being represented.
- 5.7. A standard meeting procedure should be used at each meeting of the Committee.

- 5.8. Each school is eligible to one vote. In the case of a tied vote, the motion will be lost.
- 5.9. At the final meeting of the school year, the Committee must compile a calendar of dates and venues for carnivals and meetings for the following year.
- 5.10. The Committee may appoint sport-specific sub-committees to coordinate and manage the affairs of sports which have sufficient activity to warrant such action.
- 5.11. The Regional School Sport Board will adjudicate on issues of district membership and affiliations.
- 5.12. The committee has the right to invite people with an interest in any business of the committee to attend meetings.
- 5.13. The Committee reports to the Region School Sport Board (RSSB). The Region School Sport Officer, or his/her nominee, has the right to access any documents or information pertaining to the affairs of the Committee.

## **6. Financial Procedures**

- 6.1. All money received by the Committee must be paid into a separate Cost Centre or 'separately accounted for' at the school of which the Committee Treasurer is based.
- 6.2. Affiliation fees and an annual budget must be determined at the Annual General Meeting each year.
- 6.3. District finances held at a school will be audited as part of the designated school audit each year. An Annual Financial report must be signed off by the Principal of the school where the account is kept. Sub-committees of districts need to submit audited financial statements to the district on an annual basis.
- 6.4. Treasurers must report at each committee meeting the financial status of the committee account held in the school account. A written financial statement is presented at the Annual General meeting.
- 6.5. Annual financial statements must be forwarded to the Region School Sport Board within one (1) month of AGM.