



ACHPER(ACT) Management Committee

Terms of Reference - July 2020

Reference Documentation:

ACHPER Incorporated Constitution August 2017 – Clause 42 which provides for the Board to appoint Committees and Sub-Committees.

Definitions:

ACHPER means ACHPER NSW Branch

Branches means the seven (7) branch members of ACHPER

Committee means the ACHPER ACT Management Committee

Funds means funds available from ACHPER based on payments made by ACT based members

Members means a financial member of ACHPER

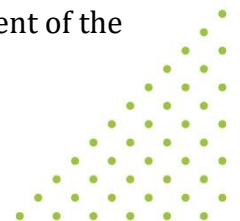
1. Name

The name of the management committee is the Australian Council for Health, Physical Education and Recreation Australian Capital Territory (ACHPER(ACT)) Management Committee.

2. Objects and Purposes of the Committee

2.1 The objects and purposes of the Committee are:

- 2.1.1 to be a Management Committee under the auspices of ACHPER;
- 2.1.2 to promote active and healthy living for all Australians through education and professional practice;
- 2.1.3 to provide programs and services to members that support continuing development of knowledge, skills and professional practice, focussing primarily on health education, physical education and recreation; further research and disseminate knowledge about the areas of focus;
- 2.1.4 co-operate with other members of ACHPER (Branches) and kindred organisations;
- 2.1.5 undertake other such courses of action as may foster the achievement of the purposes of ACHPER in the Australian Capital Territory.



3. Committee Activities and Funding Arrangements

- 3.1 Plan and deliver professional learning activities for teachers and professionals consistent with ACHPER's mission to promote active and healthy living for all Australians through education and professional practice.
- 3.2 Plan and deliver other events that support the objectives of ACHPER.
- 3.3 The Committee will have access to annual membership funds paid by ACT based members to ACHPER.
- 3.4 Funds can be used to support the delivery of activities or events.
- 3.5 Upon authorisation of a payment(s) by the Committee, ACHPER will make payments directly to a supplier(s) for services rendered.
- 3.6 Funding available will be based on the agreed percentage split between ACHPER and the Branches.
- 3.7 Prior to an event or activity being delivered, should funds from ACHPER be required, the Committee is to make a request in writing advising of the purpose and the anticipated amount.
- 3.8 The Committee can request confirmation from ACHPER as to the current available funds.
- 3.9 Funds available is based on those collected from ACT based members in a calendar year (less the agreed annual membership administration fee charged by ACHPER).
- 3.10 Membership monies remaining at year end do not carry over into the next calendar year.
- 3.11 The Committee should not establish a bank account in the Committee's name without prior approval from ACHPER.

4. Committee Matters

- 4.1. The Committee can consist of up to ten (10) persons.
- 4.2. All elected members of the Committee must be financial members of ACHPER.
- 4.3. The Committee can appoint one (1) representative of the ACT Education Directorate as a committee member or observer.
- 4.4. The Committee should elect on an annual basis, the following office bearer/Committee positions:
 - Chair
 - Deputy Chair
 - Secretary
 - Primary School representative
 - Secondary School representative
- i 4.5 The Chair and Deputy Chair must be members.
- 4.6 There is no requirement to hold an AGM.
- 4.7 At the first Committee meeting of each calendar year, the following procedure should be followed:
 - 4.7.1 The three (3) office bearer positions should be declared vacant and nominations called for;
 - 4.7.2 If there is only one (1) nomination for each position, that person is duly elected;
 - 4.7.3 If there are more than one (1) nomination for any position, a secret ballot should be conducted;
 - 4.7.4 Persons will be elected by a simple majority; and
 - 4.7.5 The Committee should appoint a person to conduct the election and any subsequent ballot; this should be a person on the Committee who is not seeking a position as an office bearer.
- 4.9 The Committee can invite a member or non-member to join the Committee at any time.



5. Committee Meetings

- 5.1. The Committee may meet and conduct its proceedings as it considers appropriate.
- 5.2. The Committee should meet at least four (4) times per calendar year.
- 5.3. Notice of a meeting should be provided one (1) week prior to the agreed meeting date.
- 5.4. A Committee member who is not physically present at a meeting may participate in a meeting using technology.
- 5.5. The Chair is to preside as chairperson at a meeting; if the Chair is not present, either the Deputy Chair (or in their absence) or another Committee can be appointed as acting Chair for that meeting.
- 5.6. For a Committee meeting, one-half of the Committee members plus one (1) constitutes a quorum.
- 5.7. No resolutions can be passed by the Committee unless a quorum is present, but a meeting can be conducted to discuss Committee matters.
- 5.8. Decisions may be made by general agreement or a show of hands.
- 5.9. The Secretary is to prepare the minutes of each meeting and record any resolutions passed.
- 5.10. The minutes of each meeting must be approved at the next Committee meeting.
- 5.11. A copy of the minutes should be forwarded by the Secretary to ACHPER within four (4) weeks of the Committee meeting.

6. Payment of Committee Members

- 6.1. Committee members are not remunerated for their work on the Committee.
- 6.2. ACHPER will reimburse a Committee member's travelling and other expenses which have been incurred by assisting in the planning and/or delivery of approved Committee activities.



7 General responsibilities of Committee Members

7.1 Committee members must exercise their powers and discharge their duties:

- 7.1.1. in good faith in the best interests of ACHPER;
- 7.1.1 with reasonable care and diligence; and
- 7.1.2 for a proper purpose.

8. Conflict of Interest

- 8.1. Committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, must disclose the nature and extent of the interest to the Committee.
- 8.2. The Secretary must record the disclosure in the minutes of the meeting.
- 8.3 The member must not vote on the matter.

Appendix 1 - Duties of Office Bearers

Chair

The duties of the Chair are:

- Preside at Committee meetings
- Attend the ad hoc National President's meetings (video conferences) and the National Representative Forums (face to face) – an alternative Committee representative can be appointed to participate in these meetings if the Chair is unavailable
- Liaise on a 'needs basis' with the National CEO of ACHPER

Secretary

The duties of the Secretary are:

- Sent a meeting agenda and any accompanying papers prior to each Committee meeting
 - Ensure minutes of Committee meetings are kept and forwarded to ACHPER
-





ACHPER (ACT) Honour Role

Presidents

Les Cadzow
Phil Diamond
Julie Draper
Ian Frenchman
Pam Usher
Karen Burton

Fellows

1984 Graham Dempster
1984 Paul Brettell
1984 Brian Bradshaw
1988 Ian Frenchman
1998 June Hicks

Life Members

Management Committee Chair

2017 - 2020 Dr John Williams

