Suggested template for terms of reference for sports day committee

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It is not a formal policy or guideline.

The file was produced on 23 January 2017. You have downloaded it from [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

# Terms of reference sports day committee *template*

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## 1. Title of committee

Sports day committee

## 2. Purpose of committee

The committee advises the governing council about planning for the school sports day. The committee:

<insert or remove relevant/irrelevant information>

determines the event date and activities

manages the overall schedule of events.

## 3. Membership

Membership must be determined by the council:

<insert or remove relevant/irrelevant information

site leader (principal/director) or their delegate

1 governing council member as chairperson

representatives of any affiliated committees

1 or 2 staff members

any interested governing council members

any interested parents.

## 4. Meetings

* <insert or remove relevant/irrelevant information>
* All meetings will be chaired by <insert name/position title>.
* Meetings will be held <how often> at <specify location>.
* Meeting agendas and minutes will be provided by <insert name or office holder position title>, this includes:
* preparing agendas and supporting papers
* preparing meeting notes and other information.
* A quorum will be half the regular membership plus one (50% plus one).
* Members of the committee <can/cannot> submit a written proxy vote if a member is unable to attend a meeting.

## 5. Sharing information

* <insert or remove relevant/irrelevant information>
* Submissions to the committee must be addressed to the chairperson.
* Remember that information discussed at committee meetings could be confidential.
* Committee matters must only be disclosed to members of the governing council or site staff, including the site leader, unless a child is being harmed or is at risk.
* Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee’s role through the newsletter and/or school website.
* Raise and discuss any budget requirements, issues or concerns with the governing council’s finance advisory committee.

## 6. Reporting

The committee reports directly to the governing council chair and site leader.

* <insert or remove relevant/irrelevant information>
* An overview/report of each committee meeting is presented at the governing council meeting.
* Minutes of each meeting are provided to the members of the governing council (if required).
* A report of the committee’s activities is presented to the governing council by <insert date> annually.

## 7. Review

The effectiveness and membership of this committee will be reviewed after <insert number of months/years>.