



# **Strategy Committee Charter**

**Little Athletics Association  
of Victoria Incorporated**

Version 1.0

Registration Number: A0003260D

RELEASED: 17<sup>th</sup> November 2020

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**NOMINATIONS COMMITTEE CHARTER****LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC****Registration Number: A0003260D****SECTION 1 – TERMS OF REFERENCE****1.1 PURPOSE**

- (a) The Strategy Committee ("Committee") is a committee of the Board of Directors ("Board") of Little Athletics Association of Victoria Incorporated ("Association").
- (b) The purpose of the Committee is to assist and advise the Board in fulfilling its statutory and fiduciary responsibilities to its members on:
  - (i) matters of strategic importance and how they impact on LAVIC.
  - (ii) strengthening links to LAA and AA in the context of One Athletics
- (c) The Committee is not a policy making body but assists the Board by implementing Board policy and making recommendations which require Board approval.

**1.2 MEMBERSHIP**

- (a) The Committee shall consist of a minimum of three (3) and a maximum of four (4) Directors of the Association.
- (b) A minimum of one member must be a member of the FAR Committee due to essential links between these committees.
- (c) The members of the Committee must collectively possess the appropriate expertise and powers to perform their function.
- (d) Appointment to the Committee will be for one (1) year or as otherwise determined by the Board.
- (e) A quorum shall be the majority in numbers of Committee members who are Directors.
- (f) The Committee may invite other parties to attend Committee meetings as the Committee sees fit.

**1.3 CHAIR**

- (a) The Committee shall elect a Chair from one of its Director members.
- (b) Where the Chair is absent from a meeting and has failed to appoint another Director to replace them as Chair for that meeting, the Committee may appoint any Director member of the Committee as Chair for that meeting.

**1.4 FREQUENCY OF MEETINGS**

- (a) The Chair will call a meeting of the Committee if so requested by the Board, the CEO or any member of the Committee.
- (b) The Committee shall meet as scheduled by the Board and as required.
- (c) The CEO shall act as Secretary of the Committee.
- (d) Minutes of each Committee meeting shall be prepared by the Secretary.
- (e) Where the Secretary is absent from a meeting and has failed to appoint another Secretary to replace them for that meeting, the Committee may appoint a staff attendee as Secretary for that meeting.

## 1.5 AUTHORITY

- (a) The Committee has the authority to obtain all information necessary for the performance of its functions.
- (b) The Committee has the ability to consult independent experts where considered necessary to carry out its responsibilities providing it has sought and received Board approval.
- (c) Matters arising for determination at Committee meetings shall be decided by a majority of votes of Directors present and voting and any such decision shall for all purposes be deemed a decision of the Committee.

## 1.6 FUNCTIONS

- (a) The Committee has the following functions:
  - (i) Build a framework to track and measure progress against key performance indicators (KPI's) within the Strategic Plan.
  - (ii) Work through options to address key areas of the Strategic Plan that are not meeting KPI's or that are of significant importance and require attention.
  - (iii) Identify key LAVIC stakeholders that can assist with the delivery of the Strategic Plan, including but not limited to AV & LAA in relation to a future possible merger. Sets a framework of how we engage with these groups.
  - (iv) Provide feedback and input into the annual Strategic Plan revision process in readiness for board approval.

## 1.7 RESPONSIBILITIES

- (a) The Committee has the following responsibilities:
  - (v) Provide Key Strategic KPI's updated for review at each board meeting.
  - (vi) Provide the Board with updates and options for feedback to ensure we are on track to deliver the Strategic Plan.
  - (vii) Communication and consultation with LAVIC key stakeholders with a framework provided to the board for input and feedback,
  - (viii) Present the annual Strategic Plan to the board for feedback and approval.

## 1.8 REPORTING

- (a) Proceedings of all meetings are to be minuted and signed by the Chair of the Committee. Minutes of Committee meetings will be provided to the subsequent Board meeting.
- (b) An action tracker will be maintained for all Committee action items.

## SECTION 2 – CHARTER ADMINISTRATION

### 2.1 REVIEW AND APPROVAL

Owner	CEO
Effective Date	17 <sup>th</sup> November 2020
Board Approval	17 <sup>th</sup> November 2020
Date of Last Review	N/A
Frequency of Review	Annual
Next Scheduled Review	October 2021
Regulator (if applicable)	N/A
Compliance Mechanism	N/A
Board Committee Review	Governance Committee
Approval Body	Board
Related Policies/Charters	Strategic Plan
Supporting Procedures/ Guidelines	Nil

## SECTION 3 - DOCUMENT HISTORY

### 3.1 VERSION CONTROL

Date	Version #	Action Taken / Updates
17 <sup>th</sup> November 2020	1.0	New document.