

DEVELOPING FOOTBALL FOR EVERYONE

SCHEDULE B: Councils and Committees

2022

TABLE OF CONTENTS

1. DUTIES AND FUNCTIONS OF BOARD.....	3
1.1 Decision-making.....	3
1.2 Sub-committees.....	3
2. The Chair's Role.....	3
2.1 The role as Chair.....	3
2.2 Honorary Treasurer.....	4
2.3 Duties and functions of the sub-committees and councils.....	4
3. PROCEDURE FOR COACHING AND DEVELOPMENT COUNCIL.....	5
4. PROCEDURE FOR COMPETITIONS ADVISORY COUNCIL.....	5
5. INDEMNIFICATION OF COMMITTEE MEMBERS.....	6

1. DUTIES AND FUNCTIONS OF BOARD

1.1 Decision-making

The Board shall be the superior decision-making committee of the Association and its decisions shall be final except where:

- (a) Such decisions are required to be ratified by a General Meeting
- (b) A right of Appeal, under this constitution, or otherwise lies, to a body outside the Association.

1.2 Sub-committees

The Board shall form and empower such sub-committees to advise the Association as it sees fit.

2. THE CHAIR'S ROLE

2.1 The role as Chair

The Chair may be an elected or appointed Director and will hold office for the balance of their term as a Director.

The Board shall appoint a Chair from among its number. The Chair may be the nominal head of the Club/Association and will act as Chair of any Board meeting or General Meetings at which s/he is present. If the Chair is not present or is unwilling or unable to preside at a Board meeting the remaining Directors shall appoint another Director to preside as Chair for that meeting only.

The **role of the Chair** is summarised below.

- The Chair should ensure that discussion at meetings is on issues that, according to the Constitution and the Club/Association policies, clearly belong to the Board to decide, and do not impinge on the role of senior management (if appointed).
- The authority of the Chair consists of making decisions that fall within topics covered by Board policies on governance process, policies and the Constitution.
- The Chair has no authority to change or expunge Board decisions.
- The Chair may delegate authority but always remains accountable for its use.
- Unless delegated to another party by the Board, the Chair is the principal media spokesperson for the Club/Association.

The Chair and the Board

The Chair should identify the issues of significance to the Board, provide the right environment for consideration of those issues and ensure that all Directors have the opportunity to put their views and have them considered.

A carefully structured Board meeting must deal with routine matters quickly and efficiently, allowing time for attention to key areas of responsibility such as accountability, strategic thinking, monitoring and policy issues.

2.2 Honorary Treasurer

- (a) The Treasurer shall oversee all monies from whatever source and properly account and bank all such money in the Association's bank accounts.
- (b) The Treasurer shall have charge of the bank books, pay all accounts authorised by the Board to be paid and maintain separate books of accounts in the way in which the Board determines.
- (c) The Treasurer is required to present monthly the financial accounts to indicate expenditure and revenue of the Association's activities to the Board.
- (d) The Treasurer is to prepare a financial statement and have the same audited for the Annual General Meeting covering the receipts and expenditures since the previous Annual General Meeting.

2.3 Duties and functions of the sub-committees and councils

The Board shall meet at any time in their elected period for the current season call for the formation of sub-committees and appoint and delegate authority where required to manage the business of the Association including but not limited to:

1. Match Review Panel
2. Judiciary Committees
3. Appeals Committees
4. General Purpose Technical Committee
5. Coaching & Development Council
6. Competitions Advisory Council
7. Nominations Committee
8. Remuneration Committee
9. Other Committees

Match Review Panel – The Board will empower two (2) persons to review the player send off reports from the ESFARB and recommend suspensions in line with the rule book suspension guidelines. The match review panel may include employees of the Association.

Judiciary Committees - From nominations received, the Board shall be empowered to appoint persons to form J.C.s, who shall meet as required (normally weekly) during the competition.

Prior to the commencement of the competition, all persons appointed will attend a special meeting with members of the Board to ensure expectations of both parties are clear and aligned.

Appeal Committee - From nominations received the Board shall appoint an Appeals Committee. This Committee can be formed from members of the J.C.

General Purpose Technical Committee – This Committee will be formed, at the absolute discretion of the Board, in the event a Member requests review of an administrative decision pertaining to Schedule C of the ESFA Constitution, and where the ESFA Board believes the matter is important to the interests of football in the Eastern Suburbs.

Coaching and Development Committee – This Committee is to focus on the development of grassroots coaching for all levels of the game and the development of junior players and act as a forum to discuss substantive issues as they pertain to coaching and development.

Competitions Advisory Council – This Committee is to focus on the orderly running of competitions and act as a forum to discuss substantive issues as they pertain to football competitions.

Nominations Committee – The purpose of this Committee is to propose any and all candidates for election or appointment of Directors to the Board of the Association (Board) enabling the Board to be comprised of Directors with a variety of skills and experience who act in the best interests of the Association as a whole.

Appointment and Remuneration Committee - The purpose of this Committee is to recommend the appointment of the General Manager/Senior Management to the Board; reviewing and reporting to the Board on the proposed remuneration strategy and package for the General Manager/Senior Management; and reviewing the General Manager's recommendations for proposed remuneration arrangements for Association staff.

Other Committees as determined from time to time will be formed by the Board and persons will be invited to join as deemed appropriate dependant on the objectives of such Committee.

3. PROCEDURE FOR COACHING AND DEVELOPMENT COUNCIL

- 3.1 The Coaching and Development Council shall meet with the Head of Football and employees of the Association as necessary.
- 3.2 The Coaching and Development Council shall meet every twelve (12) weeks on a 6-week cycle with the Football Advisory Council.
- 3.3 Members of the Coaching and Development Council can table items for discussion no later than ten (10) business days prior to the next scheduled meeting.
- 3.4 Agenda items and correspondence for Coaching and Development Council to be issued to Clubs no later than seven (7) business days prior to the next scheduled meeting.
- 3.5 Recommendations from the Coaching and Development Council are subject to the ratification of the Board.

4. PROCEDURE FOR COMPETITIONS ADVISORY COUNCIL

- 4.1 Each club shall be entitled to one (1) Member on the Council.
- 4.2 The Football Advisory Council shall meet with the Head of Competitions and employees of the Association as necessary.
- 4.3 The Competitions Advisory Council shall meet every twelve (12) weeks on a 6-week cycle with the Coaching and Development Council.
- 4.4 Council can table items for discussion no later than ten (10) business days prior to the next scheduled meeting.
- 4.5 Agenda items and correspondence for Competitions Advisory Council to be issued to Clubs no later than seven (7) business days prior to the next scheduled meeting.
- 4.6 Recommendations from the Competitions Advisory Council are subject to the ratification of the Board.

5. INDEMNIFICATION OF COMMITTEE MEMBERS

- 5.1 Members of committees, councils and tribunals shall be indemnified against costs of, or any payment required to be made pursuant to, or as a result of, or any settlement of, any legal proceedings that may be instituted against them in consequence of the performance of their duties unless such legal proceedings result in a finding of fraudulent, dishonest or criminal act.