**Template Instruction**

|  |
| --- |
| This resource will support the development of ‘local’ rules that your committee wish to adopt for the smooth running of meetings (e.g.: rules of debate, setting of agenda, submission of papers/reports/proposals, conduct of meeting). It may be used or kept in your committee handbook. Ideally, this resource should be completed and reviewed annually. |

**1.** **Add Club Name** - click on text box, located in top left corner, to enter the name of your Organisation.

**2.** **Add Club Logo** - click in centre of illustration box, located top right on page. A “Pop Up box” will appear allowing you to insert your LOGO via two options – either navigate to a computer file or copy from the Internet.

**3.** **Tailor document to meet your needs.** While example text is provided, reflecting best practice, any *red Italicised* text can be changed to meet organisational needs.

**4.** **Date fields** – (if applicable) click on the date field and select date.

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.



***Disclaimer***

*The State of Queensland as represented by the Department of National Parks, Sport and Racing (DNPSR) makes no statements, representations or warranties (to the maximum extent permitted by law) as to the suitability, completeness or accuracy of the content in this document. This document is made available as an information source only. You accept sole responsibility and risk associated with using the content and this document irrespective of the purpose to which such content is applied. The content of this document does not in any way constitute legal advice and all users should seek independent legal advice when issues arise.  In no event shall DNPSR be liable for any special, indirect or consequential damages or any damages, losses or expenses whatsoever resulting from its use of the content or this document whether in an action of contract, negligence or tort.*

*This Disclaimer should be read in conjunction with the disclaimers on the DNPSR website*

<https://www.npsr.qld.gov.au/legal/disclaimer.html>

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

 To access – HOLD CTRL key and click on link

**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

Click or tap here to enter text.

 

**COMMITTEE STANDING ORDERS**

The following document sets out procedures aimed to enhance committee meetings. The goal of having standing orders is to enable the committee to operate in an orderly, transparent and open manner where committee members can speak their mind and be heard with respect. The standing orders integrate with other organisational governance documents such as the Code of Conduct, and reinforces the principal that discussions held in committee remain confidential and that all committee members support the decisions of the committee.

**Notice of Meeting**

*Subject to anything in the constitution/rules the Secretary will call for Agenda items three weeks prior to a board meeting. Agenda items should be supported with a paper for circulation to all board members to help their preparation and participation in discussions. The agreed template should be utilised. The final Agenda and supporting papers will be circulated to Board members at least one week prior to the scheduled meeting date.*

**Meeting Rules**

 *Meetings to commence and finish on time (2 hours maximum is the benchmark)*

* *Members to do the necessary preparation before the meeting e.g. read Minutes*
* *When issues are raised, the Committee will focus on the solution*
* *Committee members focus on the issues not individuals*
* *Committee members to always treat each other with respect*
* *Everyone is to be listened to, regardless of whether members agree*
* *Listening does not signal agreement*
* *Committee members to value that there are different perspectives in a Club*
* *One person to speak at a time*
* *When discussion becomes repetitive, the President/Chair can move it along without anyone feeling offended*
* *The Committee will refer back to the rules and the Constitution for guidance*
* *The Committee seeks progress not perfection*

**Members’ Interests**

*At the start of each meeting the Chair will ensure Board members are familiar with the Conflict of Interest Policy, and the procedures required by that policy. Board members will be asked if anyone has an Interest to declare noting the meeting’s agenda.*

**Voting at Committee Meetings**

*Subject to anything within the Constitution/rules:*

* *The chair will summarise and open for discussion any motion, recommendation or proposal tabled (normally supported by a paper)*
* *The mover of any motion/recommendation/proposal has the right to speak first on that motion for the time period allocated by the Chair*
* *When speaking on a motion, or amendment, members should confine remarks strictly to the motion at hand.*
* *Adequate and open discussion/debate will be facilitated by the Chair ensuring input from all members.*
* *At the conclusion of robust discussion the Chair will present the motion/recommendation or proposal for resolution.*
* *Meeting minutes will reflect who put the motion forward, seconded by and carried (or not).*

**Minutes**

*The Minutes of any meeting of the committee shall be circulated to all members before the scheduled date of the next meeting. The minutes shall record:*

* *The date, time and venue of the meeting*
* *The names of those members and officers present*
* *The name of the chairperson*
* *Any apologies tendered*
* *Any failure of a quorum*
* *A list of items considered*
* *Any resolutions pertaining to the items*
* *Details of any declarations of pecuniary interest.*

**Amendments to Standing Orders**

*The Board may amend these Standing Orders at any time, either permanently or for a specified period. Amendments may be made through consensus or by a simple majority vote.*

**Other Matters**

*In exercising his or her discretion, the Chair is to take account of, but is not bound by, Robert’s Rules of Order (*[*http://www.rulesonline.com/*](http://www.rulesonline.com/)*).*