

CLEANER SAILING SUB-COMMITTEE
[Environment and Sustainability]

TERMS OF REFERENCE

Purpose and role of the Cleaner Sailing Sub-Committee

The *Cleaner Sailing Sub-Committee* was formed to support the RBYC Strategic Plan – A Vision Towards 2030 and reports to the RBYC General Committee (GC).

The purpose of the *Cleaner Sailing Sub-Committee* is to provide a platform for initiatives, information, advice, and views to GC on matters relating to the environment and sustainable practices within the Club.

The role of the *Cleaner Sailing Sub-Committee* is to assist the GC to identify and promote projects, operations, and activities within the Club to improve the environmental capital of, and long-term environmental well-being of the RBYC community.

Functions of the Cleaner Sailing Sub-Committee

- To actively advocate and champion best sustainable practices at the Club, including operations, activities, and events.
- To identify/create a list of projects/initiatives, prioritise these and present to the GC for agreement.
- To report progress on environment and Sustainability 'agreed projects' to the GC.
- To promote understanding of RBYC's local environmental impact and landscape, through expert consultation, gathering data and other information.
- To undertake activities that encourage and promote active participation by all members to support sustainability/cleaner sailing.
- To engage with the broader Bayside community, individuals/groups/organisations to promote our goal of a sustainability and environmental capital.
- To assist in identifying relevant existing resources, groups/organisations, funding opportunities and developing new resources to support of environmental well-being of the Club and immediate surrounds such as the beach front.

Membership

- Chairperson is appointed by RBYC General Committee.
- Membership is open to all members of RBYC with an interest in, and commitment to, the purpose of the Sub-Committee.
- New members may join the Sub-Committee at any time and the Sub-Committee will actively attempt to recruit a membership that is representative of the RBYC membership /demographic.
- The term for appointed of Sub-Committee members is two (2) years.

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- A chairperson/and secretary may be appointed to coordinate and manage communications and workings/functions of the group.

Authority

The Cleaner Sailing Sub-Committee can:

- Compile a list of viable projects to undertake and prioritise these initiatives.
- Prepare project plans, in partnership with stakeholders within RBYC and external parties where applicable.
- Identify the financial costs and other resources necessary to implement projects.
- Submit projects to GC for approval (agreed projects).
- Undertake approved projects subjects to GC requirements/criteria.
- The Cleaner Sailing Sub-Committee will engage with other individuals/entities whenever necessary to ensure projects are relevant and aligned with RBYC needs.

Meetings

- Normally meet at least 6 times per year as per an identified meeting schedule.
- Meetings may be attended by other interested RBYC members and representatives relevant to discussion.
- Additional meetings may be arranged outside of the planned schedule as required.
- Quorum for meetings shall be 50% of the Sub-Committee's membership.
- Have an agenda for each meeting, and minutes documented.
- Chairperson/Secretary email agenda, main action points and/or minutes to the Sub-Committee.
- Chairperson/Secretary keep a record of minutes for each meeting.
- Smaller 'sub-groups' of the Sub-Committee may meet to undertake assigned tasks identified and agreed to by the Sub-Committee.

Reporting

- The Sub-Committee reports to the GC.
- Minutes of each meeting will be provided to the GC and copy to General Manager for Club records.
- Project reports will be provided to the GC.
- A half-yearly and an annual report will be provided when required.
- Any outcomes of the Sub-Committee will be reported to RBYC members through newsletters or projects updates.

Amendment, Modification or Variation to Terms of Reference

The Terms of Reference for the Cleaner Sailing Sub-Committee may be amended, varied, or modified after consultation and agreement by a majority of the Sub-Committee members and subject to ratification by the GC.

Document	Terms of Reference to be approved by the RBYC General Committee
Approved	04 October 2021
Version	Version 1, 21 August, 2021