

# Royal Brighton Yacht Club

## Social Sub-Committee

### TERMS OF REFERENCE

#### 1. Context

The establishment of a Social Sub-Committee (the Social Committee) will provide Royal Brighton Yacht Club (RBYC) with a proposed schedule and outline of social events to promote cohesiveness, inclusivity, retention of members and a family-friendly environment for the RBYC community.

The Social Committee is established as a Sub-Committee under provisions of the RBYC Rules (Rule 45(1) & (2)). The purpose and role of a Sub-Committee is to conduct such business and function that may assist and support the General Committee in delivery of services or products by RBYC.

The role of a Sub-Committee is to make recommendations for determination by the General Committee, except where specific powers of determination have been delegated in writing.

#### 2. Roles and Responsibilities

The Sub-Committee is not a policy making body but assists the General Committee of RBYC by providing an independent panel to evaluate, plan and organise social events to be run throughout the year.

##### 2.1 Objectives:

The Sub-Committee has prime responsibility for, but not limited to:

- a) providing ideas for social events and considering whether the social event will appeal to a majority of RBYC members, as well as youth and potential new members;
- b) receiving Sub-Committee (for example, Sailing Sub-Committee, Icebergers) ideas for social/ fund raising events;
- c) deciding if the event fits into the proposed social calendar and whether the Committee has the skill set and time to organise or assist the event. If necessary, this will be done in consultation with the General Manager and/or designated staff;
- d) reviewing venue, equipment, staffing and catering requirements and possible funding requirements to allow hosting of the event. This will be done in consultation with the General Manager and/or designated staff;
- e) presenting a timeline for the event, including those members who will be involved in the different aspects of the timeline;
- f) once approved by the General Committee, undertaking planning and delivery of the event; and
- g) such other matters that the General Committee may direct the Social Committee to undertake.

#### 3. Authority

The Social Committee will focus on establishing a calendar of social events, which will best suit the general membership of RBYC. For this purpose the Social Committee is delegated the necessary power and resources to meet its objectives.

The General Committee does not authorise the Social Committee to commit to expenditure or enter into contractual agreements on behalf of RBYC.

#### 4. Composition and Term

##### 4.1 Term:

The Social Committee shall be non-enduring and be convened for one year;

- a) when the Social Committee is formed for the first time, it will meet not more than two (2) months after formation to form a plan for upcoming social events. The Social Committee will present the General Committee with recommendations on the social event calendar for the upcoming year;

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- b) the Social Committee will decide on the frequency of meetings to allow delivery of the planned social events for the upcoming year.

The Social Committee shall convene only for the period required to evaluate, plan and organise the RBYC Social Calendar.

#### **4.2 Members:**

On each convening the Social Committee shall comprise a number of members of equal standing appointed by the General Committee as follows:

- a) a current member as Chair of the Committee designated by RBYC General Committee to act in this role;
- plus a combination of the following
- b) a current member of the General Committee
  - c) members of RBYC with appropriate skills or knowledge; and/or
  - d) the Club Manager or a designated senior staff member of RBYC.

In appointing Social Committee members the Chair of the Committee shall give due consideration to the purpose for which the panel is being convened.

#### **4.3 Invitees:**

In addition to the authority expressed above, the Social Committee may invite to meetings key staff, independent persons, members of the RBYC's management team and such other persons as the Social Committee determines as appropriate.

Invitees may take part in the business of and discussions at the meeting but have no voting rights.

#### **4.4 Discipline**

All Social Committee members shall be subject to the RBYC's Code of Conduct and shall maintain confidentiality relating to the Social Committee's business. If a Social Committee member breaches the Code of Conduct or their confidentiality obligations they may, as an interim measure, be stood down from the Social Committee until such time as the General Committee is able to deal with the matter under RBYC policy.

#### **5. Meetings**

The Social Committee may meet on such occasions deemed necessary by the Chair of the Committee to allow the Committee to fulfil its role, but no later than two weeks prior to the relevant meeting of the General Committee. A quorum shall comprise three Social Committee members, which must include the Club Manager or a General Committee member of RBYC.

The Chair of the Social Committee will confer with the General Committee prior to the Social Committee convening to discuss Social Committee issues and determine items for inclusion in the Social Committee's business.

#### **6. Voting**

Any matters requiring a decision will be decided by a majority of votes by Social Committee members present. In the event of a tied vote, the Chair of the Social Committee shall exercise a casting vote.

#### **7. Conflicts of Interest**

Members of the Social Committee and invitees will be required to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest, shall be recorded in the minutes of the meeting, and need not be disclosed at each meeting once acknowledged. Where Social Committee members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from discussions on the issue where a conflict exists and excluded from voting on the

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matter.

**8. Secretariat Duties**

The Chairperson will develop and distribute agendas, papers, minutes and reports for circulation to Social Committee members, attendees and invitees. Where practical, agendas are to be provided at least three working days prior to each meeting.

**9. Minutes**

Minutes must be prepared, approved by the Chair of the Committee and then circulated to the Social Committee members with the minutes ratified by the Social Committee members at the following meeting and signed by the Chair of the Committee. The minutes must be sufficient to convey the conduct, process of the meeting and voting outcomes but should not disclose specific nominations or Social Committee members' votes.

A summary of all out-of-season decisions shall be recorded in the minutes of the next scheduled Social Committee meeting.

The Chair will provide a brief report to the General Committee on the main outcomes of each Social Committee meeting.

**10. Dispute Resolution**

If an impasse has been reached and cannot be resolved through the Social Committee, by agreement the issue is to be referred to the General Committee for resolution or action.

**11. Reviews**

The Social Committee will review its performance on an annual basis. The review is to be conducted as a self-assessment by the Chair of the Committee. The assessment may seek input from any person or group. The General Committee may conduct an independent review of the Social Committee's performance if it believes it appropriate.

The General Committee shall review and evaluate these Terms of Reference at least every three (3) years to ensure that they remain consistent with the intended objective and responsibilities and conforms to legislative requirements, RBYC policies and best practice.

**12. Approved by General Committee**

Date:

Version No: