

# Terms of Reference

## Out of School Sports Sub-Committee

### TABLE OF CONTENTS

1. TITLE OF COMMITTEE .....	2
2. PURPOSE OF COMMITTEE.....	2
3. MEMBERSHIP .....	2
4. MEETINGS .....	2
5. SHARING INFORMATION .....	2
6. REVIEW.....	2



## 1. Title of Committee

Out of School Sports Sub-Committee

## 2. Purpose of Committee

The Out of School Sports Sub-Committee exists to:

- support for parents, coaches and coordinators
- provide opportunities for students to participate regardless of their ability
- supporting community involvement in sport
- assisting with difficulties and look at opportunities to find solutions
- discuss budgets and planning process.

## 3. Membership

Membership of the Out of School Sports Sub-Committee includes:

- sports coordinators
- parents/carers of children currently attending the school
- Governing Council representative (s)
- Site leader or their delegate.

## 4. Meetings

Meetings are held twice a term Week 3 and Week 7.

- a chairperson and/or secretary is elected at the first meeting of each year
- committee meetings can be attended by all parents
- voting is to be done by committee members only
- committee members can submit a proxy vote
- extra meetings may be held for special events.

## 5. Sharing information

Minutes are kept by the secretary and emailed to all sub-committee members, as well as the Governing Council secretary, and front office administrative officer.

Minutes are stored on the school network.

As well as coaches, sporting associations, umpire coordinators and other school representatives.

## 6. Review

Terms of reference are to be reviewed at the first meeting of the school year, and the sub-committee stands for the school year.