



## Events Committee Terms of Reference

1. **Authority for Committee.** The Croquet Australia Events Committee is established under s28 of the Croquet Australia Constitution.
2. **Members.**
  - 2.1. The committee shall consist of up to four members each appointed for a one year term at the Annual General Meeting, but with the option to be reappointed annually to a total consecutive period of four years, after which they are not eligible for reappointment until a period of two years has passed.
  - 2.2. In the event of casual vacancies on the committee, the Board may appoint members to fill such casual vacancies until the next Annual General Meeting. If such appointment is for more than seven months, then it shall be counted as a year towards that member's total consecutive period on the committee.
3. **Role.** The committee will:
  - 3.1. Agree, in conjunction with the ACA Board, a schedule of all national events, 3 – 5 years ahead;
  - 3.2. Negotiate with appropriate States and clubs to implement the agreed schedule;
  - 3.3. Advertise all events and finalise their programs in consultation with the Selection and Tournament committees as appropriate;
  - 3.4. Review individual events after they have been held and, in conjunction with the ACA Board, review the overall annual program of national tournaments.
  - 3.5. Liaise with the Organizing Committee for any WCF event held in Australia, providing assistance as required, and ensuring that clashes between WCF and ACA events are minimised.
4. **Management**
  - 4.1. The committee will appoint its own Chair and minutes secretary.
  - 4.2. Meetings may be held by technology, as long as all attendees can communicate simultaneously.
  - 4.3. The quorum for meetings of the committees shall be as decided by the committee, but no less than a majority of the members.
  - 4.4. A resolution may not be passed in the event of an equality of votes - the committee chair does not have a casting vote.
  - 4.5. Within seven (7) days of any meeting, a copy of the minutes and any supporting papers shall be sent to the Board Secretary

### Authorisation

Approved by the Board, 12<sup>th</sup> August 2020

Jim Clement  
Secretary to the Board