



## Publicity Committee Terms of Reference

1. **Authority for Committee.** The Croquet Australia Publicity Committee is established under s28 of the Croquet Australia Constitution.
2. **Members.** The committee shall consist of:
  - 2.1. the Chair of the Croquet Australia Board, or their delegate; and
  - 2.2. Six (6) members appointed by the Board. These members will each serve for one year and be eligible to be reappointed, until they have served four (4) consecutive years after which they will not be eligible to serve on this committee until a further two (2) years have passed.
3. **Role.** The committee will:
  - 3.1. identify and recommend to the Board opportunities for publicising croquet and croquet activities,
  - 3.2. develop plans, programs and budgets for such opportunities as have been approved by the Board, and
  - 3.3. implement such publicity plans and programs that have been approved by the Board, within the allocated budget.
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, 8<sup>th</sup> July 2020

Jim Clement  
Secretary to the Board