

GUIDANCE SHEET & TEMPLATE

Committee Establishment Guide

Purpose

Committees allow the board to delegate functions and tasks, reduce the workload on individual directors, utilise 1 of 2 additional skill sets and strengths, as well as providing an opportunity to engage specific skills or expertise that complement the skills on the board (for example a digital expert). Committees also provide an opportunity for board succession planning and exposure for non-directors to learn about and contribute to the organisation.

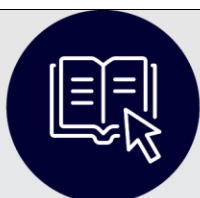
Committees must be structured in accordance with the organisation's constitution, with a regularly reviewed charter to ensure roles and responsibilities are documented and understood. The Board may delegate some of their powers to a Committee (if the constitution allows it) and may vary or revoke such delegation at any time. Committees must exercise the powers delegated in accordance with the terms of the delegation and any directions given by the Board. Whilst committees can make recommendations to the board, the board retains ultimate responsibility and accountability for all decisions made.

A [Committee Induction Guide](#), containing all the key documents required by committee members, should be produced and provided upon appointment. (See below recommended inclusions).

The following table outlines suggested [actions](#) for the establishment of a new Committee.

Item	Activity	Responsibility
Establishment	Identify the need for a committee i.e., what is the specific gap identified, or the problem to be investigated/managed/solved? What is the purpose? Some committees can be established for a short period to address a specific need e.g. to develop a strategic plan, whereas others can be longer term initiatives e.g. improving diversity and inclusion across the organisation.	Board
Governance	Development of Committee Charter <ul style="list-style-type: none">• Purpose• Authority• Membership• Meetings• Duties and Responsibilities• Reporting Refer to the National Governance Resource Library - Committee Charter templates	Board
Recruitment	Members of the committee recruited in line with the Committee Charter and Organisation's Constitution. Steps for recruitment can include: <ul style="list-style-type: none">• Undergo a Recruitment and Talent Sourcing Plan• Assessment of the eligibility and suitability of candidates Refer to the National Governance Resource Library - Committee Recruitment Resources	Board/Nominations Committee
Appointment	Provide a Committee Induction Guide , including: <ul style="list-style-type: none">• letter of appointment• organisation purpose, vision, and values• committee contact details• organisation code of conduct• role description• annual plan (schedule of meetings and activities)• Annual Report (most recent) The Induction Guide is often a folder of documents and links to resources on the organisation's website	Board/Nominations Committee

Evaluation	<p>It is important to evaluate a committee's effectiveness (at least annually) which may include items such as:</p> <ul style="list-style-type: none"> • review of the Charter • review of the committee's performance and effectiveness against the Charter • assessment of the committee's meetings – preparation, agendas, effective use of time, etc • effectiveness of the committee's reporting to the board (timeliness, quality of papers, etc) <p>A committee evaluation template (and guidance notes) is available in the National Governance Resource Library</p>	Committee/Board
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