



Committee Application Form

1. The foremost role for any committee member is to represent the club and its members and uphold the approved values and policies of the club.
2. Each committee member shares collective responsibility and ownership of agreed decisions, irrespective of their personal view or vote on a matter.
3. Unless agreed otherwise by the committee, items discussed at committee meeting are confidential and are not to be discussed outside of committee and its members.
4. All committee members must take on a specific committee role to benefit the club, the committee and the club members. Roles will be determined by the club executive.
5. Committee members are expected to fulfil their roles between meetings; the purpose of the meetings is to check on club progress and discuss new initiatives.
6. Committee members have full authority to take all necessary actions to fulfil **their** allocated responsibilities.
7. Committee members are expected to attend official club functions as directed.
8. Committee members are expected to show support to all club appointed staff.
9. Committee members are expected to raise issues or concerns to other committee members or the club executive.
10. All briefing papers will be read before the meeting, not at the meeting.
11. Committee members are expected to attend at least 60% of all meetings held. It is important that as many committee members as possible attend each meeting to ensure as many views are obtained prior to the committee voting on a proposal or issue.
12. Where a conflict of interest is present a committee member may be asked to temporarily leave a meeting and will not be eligible for a vote on that matter.
13. Committee members acting outside of club policies or values, or bringing the club into disrepute will face sanctions including dismissal from the committee or the club as directed and approved by the committee or the club executive.
14. Committee members must be a financial member of the Burnside Heights Football Club as deemed by the club executive.

I _____ wish to nominate for the position of _____
(committee member) for the Burnside Heights Football Club in season 20_____. I have read and understand the policies of the BHFC and I agree with the above terms of reference for committee members. I understand that depending on the number of nominations received a vote of financial members may be required at the Annual General Meeting.

Name: _____

Signed: _____

Date: _____

All nominees require two members to confirm and approve their nomination for election to the committee.

Name: _____

Name: _____

All applications must be returned to the Club either in person, email (burnsidehfc@bigpond.com) or via post to PO Box 3168
Caroline Springs 3023.