



**LACROSSE**  
VICTORIA



# Good Practice Policy

Lacrosse Victoria Incorporated  
Registration No A0026273K

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# GOOD PRACTICE POLICY FOR LV SUB-COMMITTEES & ADVISORY GROUPS

## BACKGROUND

In accordance with established best governance practices the Lacrosse Victoria (LV) Board of Directors, is committed to ensuring that its decision making processes are both timely, accurate and are consistently in the best interest of the Association and its members. Further LV Board is responsible for the effective discharge of its duties as outlined in the Lacrosse Victoria Constitution and Bylaws (Section One and Two).

Upholding and exceeding this standard of care by the Board is importantly assisted by its receipt of specialist technical advice. This advice is best developed and delivered through the establishment of a transparent Board – Sub-committee & Advisory Group structure.

The LV Board is therefore seeking to establish the following Sub-committees & Advisory Groups:

- Junior Development Sub-committee
- Indoor Lacrosse Sub-committee
- Senior Sub-committee
- Competitions & Events Advisory Group
- Permits & Transfers Sub-committee
- Special Events Sub-committee
- Marketing & Information Technology Sub-committee
- Technical Sub-committee
- State Representation Selection Sub-committee

## ROLE OF SUB-COMMITTEES & ADVISORY GROUPS AND GOOD GOVERNANCE

Sub-committees & Advisory Groups are set up so that a small group of management committee members (and sometimes co-opted experts) may focus in detail on a particular issue. This allows the Sub-committees & Advisory Groups to ensure that sufficient attention is being paid to the detail of specific operational issues that will facilitate good and timely decision making by the Board. It is important for good governance that the Sub-committees are reporting directly to the Board and Advisory Groups are reporting directly to the General Manager.

The Sub – Committees & Advisory Groups are purely advisory bodies and discussion is limited to issues relating to the committee's charter and has to be in line with the LV Strategic Plan. The recommendations made by the Sub-committees & Advisory Groups will have no effect unless they are first ratified by the LV Board.

The LV Board is responsible to make strategic decisions on a range of matters and from time to time these decisions will be informed by recommendations developed by a specific Sub-committee.

As with any delegation, it is essential that the membership of the Sub-committees & Advisory Groups is formed by people with relevant expertise and commitment, and that they are given sufficient information about the focus of the role and appropriate support in carrying out their duties.

Each Sub-committee & Advisory Group should have clear terms of reference agreed by the committee and regularly reviewed. Terms of reference are written guidelines that clarify the role, purpose and responsibilities given to a committee. A reporting mechanism should be put in place so that the main committee can be kept up to date with progress, consider proposals from the Sub-committee & Advisory Group and ratify any decisions taken by the Sub-committee & Advisory Group within its terms of reference.

LV Board must ensure that the Sub-committees & Advisory Groups operate effectively in pursuit of well communicated and understood goals, strengthening the effective operation of the LV Board itself. The following best practice guidelines have been established by LV Board to assist in the process of establishing and monitoring an effective Sub-committee operation.

## OVERARCHING PRINCIPLES

LV Board and its Sub-committees & Advisory Groups are the minimum primary instruments for governance of Lacrosse in the State of Victoria. The formal governance process of LV will be enhanced in the wider Lacrosse community by promoting a positive understanding of Sub-committee & Advisory Group roles and operations.

## TERMS OF REFERENCE

It is imperative that Terms of Reference (TOR) are widely communicated and understood by the membership. The TOR for all of the Sub-committees & Advisory Groups that underpin the LV's governance structure must be easily accessible. It is the responsibility of the Board, supported by LV staff, to ensure that up to date TOR details for each Sub-committee & Advisory Group is in place on the LV website.

As a minimum, Terms of Reference for LV Sub-committees & Advisory Groups should:

- Be clearly associated with LV Board Terms of Reference and LV Strategic Plan
- Clearly distinguish between issues on which they are empowered to make recommendations and issues that must be permitted to LV Board
- Be reviewed regularly for continuing relevance

## MEMBERSHIP

The TOR should identify the Chair, or specify the selection processes for the Sub-committee & Advisory Group to select its own Chair. Where there is not a member of LV Board, LV should consider co-option for the Sub-committee or Advisory Group Chair to its membership.

A standard one year term of membership should be established. This should seek to be consistent with LV Board membership terms, and implemented to ensure some continuity of membership.

The use of the term “or nominee” should be used sparingly and only after careful consideration in the establishment of committee and advisory group membership. Where the committee’s and advisory group’s role is one of providing expert advice, there are clear risks in nominee approach.

Sub-committee & Advisory Group members must be committed to the goals and business of the Sub-committee & Advisory Group and consistent failure to attend must be addressed by the Chair.

Each Sub-committee & Advisory Group must consider the nature and extend of induction required for new members.

Regular reviews of Sub-committee & Advisory Group performance should include reviews of attendance. Members must be fully briefed in the role and TOR of the Sub-committee & Advisory Group to assist their effective participation.

Each Sub-committee & Advisory Group shall have a Board Member or Staff Member to receive and report its findings and decision to the Board.

Sub-committees & Advisory Groups usually meet between regular LV Board meetings. This gives them time to look at what has been happening in their particular area of expertise and consider any action or follow-up that that needs to be taken.

The role of the Sub-committee & Advisory Group Chair is to:

- Ensure that appropriate induction of members takes place
- Ensure a written report with recommendations is provided to the LV Board to be included in the Agenda prior to the next LV Board Meeting
- Ensure implementation of approved recommendations are monitored
- Encourage participation from the Lacrosse community and co-opt parent members or local community members when required