



TERMS OF REFERENCE

Clubs Committee

1. Clubs Committee

- 1.1 The role of the Clubs Committee is to co-ordinate all social and cultural activities derived from the affiliated clubs and societies of the NDSA.
- 1.2 The Clubs Committee comprises:
- i. the Executive Officers of the Clubs Committee;
 - ii. the presidents (or delegates) of the NDSA's affiliated clubs and societies;
and
 - iii. the NDSA Executive (non-compulsory).
- 1.3 The Clubs Committee exists to provide:
- i. support for clubs through assistance with managing clubs funding;
 - ii. administrative support for clubs events and initiatives;
 - iii. training to develop treasury and leadership skills; and
 - iv. collaborative events such as Clubs Fair.
- 1.4 The Clubs Committee will hold a minimum of 2 meetings per University semester.

2. The Clubs Committee Chair

- 2.1 The Chair is the primary representative of the Clubs Committee and its representatives.
- 2.2 The Chair will:

- i. preside at all meetings of the Clubs Committee;
- ii. regularly report to the NDSA Council on the activities, role and responsibilities undertaken by the Clubs Committee;
- iii. present an annual report at the November NDSA Council meeting on the activities, role and responsibilities undertaken by the Clubs Committee during the year;
- iv. direct, co-ordinate and supervise the work of the other officials elected and appointed under the NDSA Constitution and Terms of Reference of the Clubs Committee;
- v. direct the activities and manage the affairs and tasks of the Clubs Committee;
- vi. represent registered and affiliated clubs and societies on the NDSA Council;
- vii. act as the primary point for all enquiries relating to registered and affiliated clubs and societies;
- viii. improve club, society and association processes;
- ix. facilitate inter-club events and initiatives;
- x. be responsible for the financial procedures of the Clubs Committee and fulfil obligations as in the Subsidiary Committee Terms of Reference.

3. The Clubs Deputy Chair

3.1 The Deputy Chair is the Chair's representative in all capacities.

3.2 The Deputy Chair will:

- i. assist the Chair in all areas of responsibility;
- ii. in the absence of the Chair, become an *ex-officio* member of all committees of which the Chair is an *ex-officio* member (including the NDSA Council as proxy);
- iii. where no other executive officer wishes to fulfill the position of Marketing Liaison, the role automatically falls to the Deputy Chair; and

- iv. in the event of a vacancy of the office of Chair, assume the role of Chair until a new Chair is elected by a majority vote of the NDSA Council within 30 days.

4. Representative Committee Members

- 4.1 The representative committee member seats are filled by the presidents (or delegates) of affiliated school-based and special interest clubs and societies.
- 4.2 They will:
 - i. attend all Clubs Committee meetings and Clubs Committee General meetings. A failure to attend three meetings without a delegate and five meetings with a delegate will constitute a failure to fulfill the requirements of the position;
 - ii. attend all relevant University events including, but not limited to
 - (a) Orientation Day; and
 - (b) Open Day, and
 - iii. attend all relevant NDSA and Clubs Committee events;
 - iv. vote on motions of purpose, policy and expenditure;
 - v. submit a regular report to the Clubs Committee on the progress and activities of their club, society or association;
 - vi. submit semesterly financial statements for the club, society or association;
 - vii. submit an annual report for the Clubs Committee Annual Report; and
 - viii. work under the instruction of the Executive Officers to create and manage all social and cultural activities on campus from the clubs and societies of the NDSA.

