



Policy & Procedure:  
WDNA 30

Sub-committees

Issued:  
Updated:

May 2016  
July 2020

## **Policy Statement**

The overall operations of the Waverley District Netball Association are the responsibility of the WDNA management committee (WDNA Committee) elected at the AGM each year.

WDNA will where required, establish sub-committees who are a group of people assigned to focus on a particular task or area such as (but not limited to) the representative teams, umpire management and development, building maintenance and property development or community events.

## **Sub-committee structure**

Each sub-committee will have at least one WDNA Executive Committee member appointed and one other (executive or non-executive) WDNA Committee member. (It is at the discretion of the WDNA Committee if more WDNA Committee members are to be on the sub-committee. For example, the umpire sub-committee is made up of committee members, umpire supervisors and umpire educators. (The umpire supervisors and educators may also be committee members which increases the WDNA Committee representation.)

The leader of the sub-committee will be called the Chairperson and will be appointed by the WDNA Committee. The chairperson does not have to be on the WDNA Committee.

As a guideline, the optimal positions available in any sub-committee is between five and nine members. Of these five to nine members:

- Four members plus any WDNA Executive Committee representatives will form the executive and are responsible for the day to day decision making expect in the umpire sub-committee where all members are part of the decision making process.

Elections for sub-committee positions are not required unless there are too many interested parties.

## **Role of the sub-committee**

The sub-committee is responsible for:

- Day to day operations of the task they are responsible for.
- The organisation of events required to continue with the task they are responsible for.
- Gaining approval from the WDNA Executive members for new events/actions.
- Reporting to the WDNA Management Committee via minutes of meetings or other means.
- Reporting to the WDNA Executive Committee to gaining approval for major changes to current structure of task.
- Development and updating of policies for approval of the WDNA Executive committee prior to publication.

## **Financial responsibilities**

If the sub-committee is responsible for any financial transactions the sub-committee:

- The sub-committee Chairperson must liaise with the WDNA Treasurer who has overall responsibility (along with the WDNA Management Committee) for the finances of the association.
- Reoccurring expenses that have a total contract value of \$500 or more must be approved by the WDNA Executive committee.
- No major expenses can be committed without the approval of the WDNA Executive committee.
- All invoices and/or requests for payment must be emailed to [treasurer@wdna.com.au](mailto:treasurer@wdna.com.au) to arrange payment.
- Payments for items outside the day to day running of the task must be approved by the WDNA Executive committee prior to purchase or commitment to pay.