



Current as at 01/07/09

### Guidelines, Expectations and Support for PRD Subcommittees

- Subcommittees are advised to appoint one chairperson (or a small number of co-chairpersons) and to ensure the Management Committee is aware of the appointment and any changes. A note in meeting minutes is sufficient.
- The chair should keep track of the subcommittee's members and subcommittees should always be welcoming of new members wherever possible.
- If a chairperson, or any other subcommittee member with or without an appointed role in that subcommittee, would like any advice, assistance or clarification regarding existing PRD rules/by-laws affecting their subcommittee, or would like training or support in any matter (e.g. chairing meetings, minute-taking, dealing with third parties, etc.) they should not hesitate to approach any current Management Committee member for help.
- Subcommittees must abide by the quorum rule for meetings as set out in the PRD Constitution – that is, a quorum is equivalent to half the subcommittee's members plus one. Subcommittees are advised not to hold meetings without quorum, unless it is absolutely unavoidable. Subcommittees **must not** make any binding decisions without quorum.
- All subcommittee meetings should be comprehensively minuted. Minutes taken should be made available to all subcommittee members after a meeting for review and amendments, and the amended minutes should be endorsed/accepted by a quorum of members on or before the date of the following subcommittee meeting.
- Subcommittees must make their minutes available to the Management Committee. If a Management Committee member is not already on the subcommittee and as such cannot act as courier, the subcommittee should ensure minutes are forwarded regularly to the PRD Vice President in person or via [vicepresident@perthrollerderby.com.au](mailto:vicepresident@perthrollerderby.com.au).
- The chair is responsible for posting her subcommittee's endorsed meeting minutes in the appropriate section on the PRD website forum in a timely fashion.
- Any subcommittee needing information to be posted on the PRD website in areas other than the forum (e.g. news feed, events page, etc.) should contact a website administrator for assistance. Contact the Management Committee to find out who the current web administrators are.
- Subcommittees members – including chairperson – are **not** permitted to authorise expenditure of PRD funds without approval from the Management Committee. Subcommittees may submit full event budgets for approval, or may submit single item requests as they come up. A note in meeting minutes is sufficient, or a request can be brought to the attention of the Management Committee via [vicepresident@perthrollerderby.com.au](mailto:vicepresident@perthrollerderby.com.au).
- Any other issue that a subcommittee wants discussed formally by the Management Committee may be noted in the subcommittee's meeting minutes or submitted as a proposed agenda item to [secretary@perthrollerderby.com.au](mailto:secretary@perthrollerderby.com.au). In some circumstances, a representative from the subcommittee may be invited to attend the relevant Management Committee meeting to engage in discussion.