# Swan Districts Football Club inc

# Community Development Committee

**Terms of Reference**

1. **Purpose and Scope**

The purpose of the Swan Districts Football Club (SDFC) is to build community and develop people. Our vision is to be a well-connected and engaged community club which improves social outcomes and sense of well-being in the Swans community. In turn, this will improve the club’s relevance by creating a reciprocal sense of belonging between SDFC and the community the club belongs.

The Community Development Committee (Committee) is a Board Sub-Committee responsible for oversight of, and advice and recommendations to the Board on the club’s community and education programs. This includes the V Swans programs and the broader club transformation to a more outward looking and engaged community agent. This will include broad and deep community engagement, which will create an understanding and commitment to the transformation process by SDFC members and supporters.

1. **Values**

The following enduring SDFC values represent what we stand for and how we behave. These values are the cornerstone of the club and are to be used to guide the actions of the Committee.

* We act with integrity
* Everyone matters
* Raise the bar to be the best you can
* We fly together

1. **Objectives**

The Committee will achieve the following objectives in supporting the Community Development component of the SDFC Strategic Plan (2018-2022).

* Guide the Club’s community engagement process.
* Oversee and provide support where required to the club’s community committees including, but not limited to, the Swans Aboriginal Advisory Committee, the Swans Youth Committee and the Swans Disability, Advocacy and the Inclusion Sub-Committee.
* Guide the creation, development and delivery of programs that deliver positive educational and social outcomes and a sense of well-being.
* Guide a process to create an understanding and commitment to the community transformation with SDFC members and supporters.
* Oversee the building of partnerships with government and non-government agencies to design and deliver shared community programs.
* Endorse community programs which are consistent with the SDFC vision, approach and key strategic pillars.
* Oversee financial governance of the club’s community development programs.
* Guide a seamless integration between the community development pillar of the club with other strategic pillars including football and commercial.
* Oversee the development of measurable program outcomes and monitor the performance of these programs against the outcomes.
* Explore opportunities to integrate the delivery of the club’s outreach programs with the WA Football Commission and West Coast Eagle’s community programs to help leverage resources to improve social outcomes common to all parties.

1. **Authority**

The Committee will focus on governance, engagement and financial processes affecting the deliverables associated with the club’s educational and community outreach programs. For this purpose, the Committee is delegated the necessary power and resources to meet its charter.

The Board does not authorise the Committee to commit to expenditure or enter into contractual agreements on behalf of the club without a specific instrument of delegation.

1. **Membership**

The membership of the Committee should comprise:

* SDFC Community Director as Chair
* SDFC President (ex-officio)
* SDFC Chief Executive Officer
* SDFC General Manager, Community
* Up to two other co-opted persons with relevant community development expertise and skills

Membership of the Committee will be appointed and changed at any time by the Board.

1. **Relationship with Management**

The Chairperson will provide advice and guidance to the Committee and review management’s completion of tasks as required. SDFC management shall undertake an executive role on this Committee by:

* Liaising with the Chairperson in the preparation of the agenda and minutes.
* Making recommendations to the Committee.
* Executing the actions as provided by the Committee.

The Chairperson will provide reports and advise recommendations of the Committee to the Board.

1. **Operation Principles**

* Meetings will be held monthly.
* Quorum to be three members, one of which must be the SDFC Board Member or Chief Executive Officer.
* The Committee will nominate a Secretariat.
* An agenda and notice of the meeting to be provided to the Committee one week prior to the meeting.
* Each member must attend a minimum of seven meetings during a 12-month period.
* Minutes of each meeting will be circulated and reported to the Board through the Committee Chairperson.
* There will be an annual review of the Committee’s effectiveness.
* Members of the Committee are subject to the SDFC Code of Conduct. All new members will be provided with a SDFC induction.

1. **Evaluation of Committee Effectiveness**

The Committee will undertake an annual self-evaluation of effectiveness. The following matters will be considered:

* These terms of reference.
* The composition of the Committee.
* The operating principles of the Committee.
* The attendance and performance of respective members of the Committee.