



<b>Type:</b>	SLSNR BOARD APPOINTED SUB-COMMITTEE
<b>Title:</b>	MEMBERSHIP DEVELOPMENT COMMITTEE (MDC)
<b>Objective:</b>	TO ESTABLISH, MAINTAIN AND MANAGE: VOLUNTEER MANAGEMENT, CLUB DEVELOPMENT AND MEMBER WELFARE POLICIES; LEADERSHIP PROGRAMMES; DEVELOPMENT PLANS AND INITIATIVES TO MEET THE STRATEGIC OBJECTIVES AND STRATEGIC PRIORITIES OF THE MEMBER SERVICES PORTFOLIO.
<b>RESPONSIBLE TO:</b>	SLSNR BOARD

## 1. COMMITTEE STRUCTURE & FORMATION

- 1.1. The SLSNR Board will appoint the members of the MDC.
- 1.2. Members will be appointed for an initial period not exceeding three years, after which they will be eligible for extension or re-appointment after a formal review of their performance.
- 1.3. MDC members will retire and be appointed by 30 May of each year.
- 1.4. To ensure continuity of the committee’s knowledge and experience, the appointment process should be structured to ensure no more than three members of the committee retire at any one time.
- 1.5. The MDC will nominate who is to Chair their committee within 30 days of their first meeting, and in the absence of the nominated member, members present at a MDC meeting will appoint one of their number to chair that meeting.
- 1.6. **Role of the Chair**
  - 1.6.1. The Chair of the MDC will also be a member of any relevant or related National Committees or working groups
  - 1.6.2. Chair meetings and workshops in accordance with Standing Orders.
  - 1.6.3. Ensure the meeting is planned effectively and deals with matters in accordance with the terms of reference.
  - 1.6.4. Develop and implement an annual committee work programme.
  - 1.6.5. Be the spokesperson for the committee.
  - 1.6.6. Ensure matters on the agenda are dealt with in an orderly and efficient manner.

## 2. COMPOSITION

- 2.1 The MDC will consist of at least five members.
- 2.2 The committee shall also include:
  - 2.2.1 SLSNR Club Capability Officer (Ex-Officio)
  - 2.2.2 Any additional members co-opted by the MDC



### 3. QUORUM:

- 3.1** A quorum shall be 50% of all voting members. In instances where this is not a whole number, it is to be rounded up to the nearest whole number. No business may be transacted by the MDC if a quorum is not present.

### 4. RESPONSIBILITIES:

- 4.1.** The committee is responsible for the establishing, maintenance and management of the following, as set out in the annual plan:

**4.1.1.** Volunteer Management, Club Development and Member Welfare policies;

**4.1.2.** Leadership programmes;

**4.1.3.** Development plans and initiatives to meet the strategic objectives and strategic priorities of the member services portfolio.

- 4.2.** The committee will establish an annual work programme and budget outlining key focus areas in line with its key responsibilities, which include

**4.3.** Consultation with membership in the development of Membership Development priorities

**4.4.** Monitoring the delivery of the Plan to ensure that the Plan is being delivered as detailed and within budget.

**4.5.** The MDC will sign off all Volunteer Management, Club Development and Member Welfare operational reviews and make recommendations to the SLSNR Board on any changes

**4.6.** Monitoring performance of Volunteer Management, Club Development, Member Welfare and Leadership Development programmes and services within the Plan

**4.7.** Alignment of Member Development activities and programmes with SLSNZ National policies and priorities.

### 5. RELEVANT CONSIDERATIONS FOR DIRECTOR RECOMMENDATION PROCESS:

- 5.1** Diversity of members is encouraged in order to include all perspectives, and make informed decisions on behalf of the membership.

- 5.2** Where possible a balance of representation is sought from:

- Geographic spread across the region.
- Female representation from within the SLSNR movement
- Youth representation from within the SLSNR movement
- Collective member experience across all elements of Member Development and Club Sustainability in SLSNR (namely)
  - Health and Safety
  - Member Welfare
  - Volunteer Management
  - Leadership Development
  - Fostering Diversity

### 6. AUTHORITIES

- 6.1.** The MDC has the authority to create working groups to assist with completion of their duties and responsibilities.



- 6.2. The MDC is authorised by the SLSNR Board to carry out the core responsibilities and functions detailed above. It also has the authority to seek any information it requires from any officer or employee of SLSNR or its member clubs.
- 6.3. The committee will make recommendations to the SLSNR Board on all matters requiring a decision.
- 6.4. The committee does not have the power or authority to make a decision on behalf of SLSNR management or the SLSNR Board, unless specifically delegated to do so.
- 6.5. The Chair of the MDC will be responsible for drawing to the Chair of the SLSNR Boards immediate attention any material matter.

### 7. MEETINGS

- 7.1. Generally the MDC will meet monthly having regard to the organisation's operations, reporting and annual cycle.
- 7.2. The committee may have in attendance such members of SLSNR management, SLSNR officers or member club officers including the Chief Executive, and such other persons including the member club directors or officers, as it considers necessary to provide appropriate information and explanations.
- 7.3. Reasonable notice of meetings and the business to be conducted shall be given to the members of the committee.
- 7.4. Any member of the committee may request a meeting at any time if they consider it necessary.
- 7.5. The MDC may meet in person, by telephone or by video conference
- 7.6. From time to time as required the Chair of the MDC may present to SLSNR General Meetings.

### 8. REVIEW OF THE COMMITTEE

- 8.1 The committee will undertake an annual self-review of its objectives and responsibilities.

### 9. REPORTING PROCEDURES

- 9.1 After each meeting the Chair will report the committees business and recommendations to the SLSNR Board.

### 10. CONFLICT OF INTEREST

- 10.1. Members of the MDC shall declare any conflicts of interest and not participate in the consideration or voting of the particular matter of conflict. Notwithstanding this, members of the MDC shall comply with the MDC protocols in conducting the business and performing the duties of the MDC.

### 11. PROCEDURE:

- 11.1. Except as otherwise provided in these Rules, the MDC will regulate its own procedure.