

# Cyclekart Club of Australia Incorporated

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## COMMITTEE MEMBER GUIDELINES

This document is part of a safety management framework that provides a safe system of operation for CCA activities. The complete framework is available to view at <https://cyclekarts.org.au/safety1st>

Version	Date	Details	Approved
V 1.0	20.09.2025	Draft Proposal	20.09.2025
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## **1. Purpose**

The purpose of this document is to establish clear guidelines for the roles, responsibilities, and conduct of Committee Members of the Cyclekart Club of Australia (CCA).

Committee Members are entrusted with the leadership, governance, and administration of the Club and must act in the best interests of the membership and the objectives of the Club.

## **2. Scope**

This policy applies to all elected and appointed Committee Members of the CCA, including office bearers (President, Vice President, Secretary, Treasurer) and general Committee Members. It also provides guidance to sub-committee members and working groups formed under the authority of the Committee.

## **3. Responsibilities of Committee Members**

Committee Members are collectively responsible for:

- Promoting a Safety 1<sup>st</sup> approach to all CCA activities
- Upholding the objectives and values of the CCA.
- Acting in accordance with the Constitution, policies, and decisions of the Club.
- Promoting inclusivity, safety, and positive member engagement.
- Ensuring compliance with all relevant legal and regulatory requirements.
- Providing oversight of financial, operational, and risk management matters.
- Supporting and contributing to Club events, initiatives, and public representation.

## **4. Conduct and Behavior**

Committee Members shall:

- Act honestly, fairly, and with integrity in all dealings.
- Declare any conflicts of interest and manage them transparently.
- Respect confidentiality of Committee discussions and member information.
- Refrain from actions that may bring the Club into disrepute.
- Demonstrate leadership and professionalism in interactions with members, stakeholders, and the public.
- Support consensus decision-making and respect majority outcomes.

## **5. Competence and Training**

Committee Members are expected to:

- Develop and maintain an understanding of their role, responsibilities, and relevant governance requirements.
- Participate in induction and training activities as provided by the Club.
- Seek advice or mentoring when necessary to fulfil their duties effectively.
- Ensure they are familiar with the CCA Risk Register and event procedures to enable informed decision-making.

## **6. Meetings and Decision-Making**

Committee Members shall:

- Attend scheduled Committee meetings and contribute actively.
- Prepare in advance by reviewing agenda items and documents.
- Engage constructively in discussions and decision-making.
- Support resolutions of the Committee once determined.
- Ensure meeting minutes and actions are accurately recorded and completed.

## **7. Accountability**

Committee Members are accountable to the Club membership and must:

- Provide accurate reports on activities and decisions.
- Act in the best interests of the membership as a whole, not individual groups.
- Accept and act on feedback from members.
- Step down if unable to meet responsibilities due to conflict, capacity, or conduct.

## **8. Review**

This policy will be reviewed annually to ensure it remains aligned with the Constitution, membership expectations, and evolving governance requirements.

Amendments must be endorsed by the Committee and communicated to members.