



Gladstone Netball Association

Memorial Park, Side Street | Gladstone, QLD 4680
(PO Box 982)

Gladstone Netball Association (GNA) Management Committee - Policy

Effective Date: 22.09.2025 Reviewed By: GNA Executive Committee

1. Purpose

To outline the role, responsibilities, structure, and delegation practices of the GNA Management Committee in accordance with *Section 5 of the Gladstone Netball Association Constitution*. This policy ensures that decision-making and administration are conducted effectively, transparently, and in line with GNA's mission and values.

2. Policy Statement

GNA's Management Committee holds responsibility for the strategic and operational direction of the Association. This includes overseeing financial matters, competitions, representative programs, and development initiatives. The committee operates under the principles of good governance, collaboration, and accountability as defined by Section 5 of the Constitution.

3. Composition

As per Section 5.1 of the Constitution, the Management Committee shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Up to 5 Additional members elected at the AGM or appointed per constitutional powers

4. Powers and Duties

Under Section 5.3 of the Constitution, the Management Committee is empowered to:

- Administer the affairs of the Association
- Appoint subcommittees and delegate tasks as appropriate
- Implement decisions consistent with the Constitution and resolutions passed at General Meetings
- Oversee budgeting, events (e.g., Pam Moore Carnival), representative teams, and club affiliations

5. Subcommittees and Delegation

In accordance with Section 5.5 of the Constitution:

- The Management Committee may establish standing or temporary subcommittees (e.g., Grading Committee, Rep Selection Panel) to carry out specific duties
- Subcommittees operate under Terms of Reference approved by the Management Committee
- Delegated authority must be documented and include scope, timelines, and reporting expectations
- Final authority rests with the Management Committee, who remain accountable for all decisions made under delegation



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6. Meeting Requirements

- The Management Committee shall meet regularly, with a minimum of 10 meetings per year
- A quorum, as stated in the Constitution (typically more than 50% of committee members), is required to make decisions
- Minutes must be recorded, approved, and distributed via Process PA

7. Conflict of Interest

- All committee members are required to **declare any actual or perceived conflicts of interest**.
- Members must **recuse themselves from discussions, decisions, or votes** where such conflicts exist, in accordance with constitutional requirements and ethical governance principles.
- Conflicts of interest include, but are not limited to:
 - Involvement with any club team or representative team in which the member, their child/ren, or any immediate family member is a participant.

8. Voting and Ballot Procedures

8.1 Voting Eligibility

Only financial members of the Gladstone Netball Association aged 18 years or older are entitled to vote at General Committee elections.

This includes individual members and one nominated representative from each financial affiliated entity (e.g., club or independent team) as outlined in the Constitution.

Members with a conflict of interest directly related to the matter being voted on must declare this prior to voting and may be required to abstain at the discretion of the Chair.

8.2 Ballot Process

Voting on matters related to elections or significant resolutions shall be conducted via:

- **Show of hands**, unless a secret ballot is requested by the Chair or a majority of attendees.
- **Secret ballot**, when electing Management Committee positions or resolving sensitive decisions, using paper slips or a secure digital process as approved by the Committee.

For elections:

- All nominations must be received in writing prior to the advertised deadline.
- Each eligible voter is entitled to cast one vote per position.
- In the event of a tie, the President (or meeting Chair) may exercise a casting vote, as per constitutional guidance.



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9. Proposal Voting and Club Feedback Process

9.1 Management Committee Decision-Making

All significant proposals raised during Management Committee meetings—such as changes to fees, competition formats, policies, or events—must be formally voted on by the Management committee. A motion requires a majority vote to pass, with outcomes recorded in the meeting minutes.

9.2 Club Feedback and Voting Process

Where a proposal significantly impacts affiliated entities, it must be:

- Presented in writing to all clubs and independent teams, clearly outlining the intent, rationale, and potential implications.
- Accompanied by a request for feedback or a formal vote, depending on the nature of the proposal.

9.3 Voting Methods

Voting on major proposals may be conducted via:

- **General Meeting:** Proposals are tabled for review by Clubs- with a clear **closing date and time**, allowing sufficient review period (minimum of 7 days recommended - though all steps will be taken to allow for a club General meeting, if time allows).

All eligible responses must be submitted by the stated deadline to be counted.

- **Email Ballot:** A proposal is distributed electronically with a clear **closing date and time**, allowing sufficient review period (minimum of 7 days recommended - though all steps will be taken to allow for a club General meeting, if time allows).

All eligible responses must be submitted by the stated deadline to be counted.

9.4 Transparency and Accountability

Outcomes from these consultations will be shared with all stakeholders within 7 days of the vote or feedback deadline. Majority decisions will be upheld, and records maintained by the Secretary for audit and review purposes.

10. Policy Review

This policy will be reviewed as needed or following constitutional amendments to ensure ongoing compliance and effectiveness.