



**CAPITAL
FOOTBALL**

**TERMS OF REFERENCE
STANDING ADVISORY
COMMITTEES & REGION
COUNCILS**

16 DECEMBER 2024

VERSION 1

VERSION CONTROL

VERSION	DATE	AUTHOR	RATIONALE
1	16/12/2024	Capital Football	
2			Updated formatting; updated RSAC to match SAC format; clarified details within each SAC; replaced FFA with FA; updated list of clubs within regions
3			
4			
5			

AUTHORITY

These Terms of Reference are created to articulate the scope of Capital Football's Standing Advisory Committees and Region Councils and should be read in conjunction with the ACT Football Federation's By-laws.

In the event of any inconsistency or conflict between these Terms of Reference and the Capital Football By-laws, the provisions of the By-laws shall prevail to the extent of the inconsistency.

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REGION COUNCIL

1. PURPOSE AND ROLE

This Terms of Reference provide detail and direction for the Region Council.

Two Region Councils are established for ACT Football Federation Incorporated to be called the North Region Council and the South Region Council (see By-law 2 for more details).

The Region Council shall report to the Board either directly, or through the CEO, or their delegate, and work collaboratively with Region Council, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and clubs in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT,
- b) facilitating communication between clubs and the Board in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT,
- c) contributing to the enhancement and management of football and futsal in the ACT and region by advising and making recommendations to the Board and CEO,
- d) contributing to the management and governance, together with future development and direction of football and futsal in the ACT, and
- e) relation to such other matters as requested by the Board.

2. FUNCTIONS

The Region Council is to advise the Board and the CEO on strategic and policy matters relating to Football (including Futsal).

The Board, the CEO or the Members may refer any matter relating to Football (and Futsal) to the Region Council for advice.

Members of the Region Council must:

- a) uphold and promote the objects of Capital Football and the FA,
- b) attend all general meetings of Capital Football as reasonably practicable,
- c) in their capacity as a Member of Capital Football receive and consider all reports and business discussed at general meetings,
- d) represent their region at Capital Football functions and meetings,
- e) represent Capital Football at all relevant Region functions and meetings,
- f) facilitate the implementation of Capital Football policy, programs and initiatives within each club in the Region,
- g) act as a conduit for the flow of information and issues of relevance from Capital Football to the clubs within the Region and from the Region to Capital Football,
- h) carry out such other reasonable functions as requested by Capital Football.

3. MEMBERSHIP

A Region Council is to comprise of up of four Members (preferably with two from each District within the Region), elected or appointed.

An employee of Capital Football will be appointed as Secretary to assist with the planning and conduct of Region Council meetings. The Secretary will be entitled to hold an ex-officio role on the Region Council.

4. PROCEEDINGS

4.1 MEETINGS

The members of the Region Council may meet for conducting business, adjourn and otherwise regulate their meetings as they think fit.

The Region Council will meet at least three times in each year preferably in February, June and October or at other times approved by the Board. A quorum shall consist of half plus one of the members of each Region Council meeting.

The Secretary shall provide administrative support to the Committee.

Minutes of the Committee meetings shall be taken by the Secretary. The minutes shall reflect action items with a required timeframe and resources required for implementation.

4.2 CHAIR

The members of the Region Council must elect one of their number as Chair and may determine the period for which that person is to hold office.

4.3 ABSENCE OF CHAIR AT STANDING ADVISORY COMMITTEE MEETING

The Chair is entitled to preside at meetings of the Region Council.

If the Chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has indicated their intention not to be present and able and willing to act, a member of the Region Council chosen by a majority of the members present, may preside.

4.4 USE OF TECHNOLOGY

A meeting of the Region Council may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one.

5. MEMBERSHIP OF THE ACT FOOTBALL FEDERATION

Each member of the Region Council:

- a) agrees to apply for membership of ACT Football Federation Incorporated (Capital Football) according to the Constitution;
- b) agrees that, once admitted as a member of ACT Football Federation Incorporated (Capital Football) they will maintain that membership for as long as they remain a member of the Region Council; and
- c) automatically ceases to be a member of ACT Football Federation Incorporated (Capital Football) upon vacating their position (for whatever reason) of the Region Council.

6. ACCOUNTABILITY

The Chair of the Region Council, or their delegate, shall report and make recommendations to the Board via written reports or minutes following each meeting.

The Chair, or their delegate, may make representation to, or be asked to attend, the Board meetings.

7. WORKING RELATIONSHIPS

The Region Council shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups. The Region Council have no authority over Capital Football employees and have no capacity to delegate the performance of any function or task to an employee without the consent of the CEO.

Region Council shall take care to ensure that in the performance of their functions they do not compromise the operational management of Capital Football (under the responsibility of the CEO).

REFEREES' STANDING ADVISORY COMMITTEE

1. PURPOSE AND ROLE

This Terms of Reference provide detail and direction for the ACT Referees' Standing Advisory Committee (see By-law 3 for more details).

The ACT Referees' Standing Advisory Committee shall, in relation to matters concerning referees, report to the Board either directly or through the CEO or their delegate and work collaboratively with other Regional Councils, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and referees in relation to matters concerning the management, governance, development and direction of refereeing in the ACT,
- b) facilitating communication between referees and the Board in relation to matters concerning the management, governance, development and direction of refereeing in the ACT,
- c) contributing to the enhancement and management of refereeing in the ACT and region by advising and making recommendations to the Board and CEO,
- d) contributing to the management and governance, together with the future development and direction of refereeing in the ACT, and
- e) relation to such other matters as requested by the Board.

Unless specifically empowered by the Board, the ACT Referees' Standing Advisory Committee shall be unable to make binding Board decisions or speak for the Board.

2. FUNCTIONS

The ACT Referees' Standing Advisory Committee is to advise the Board and the CEO on strategic and policy matters relating to Football (including Futsal) referees and refereeing.

The Board, the CEO or the Members may refer any matter relating to Football (and Futsal) referees or refereeing to the ACT Referees' Standing Advisory Committee for advice.

The ACT Referees' Standing Advisory Committee may give any advice requested of it, and may (whether or not requested to do so) make recommendations to the Board and the CEO on:

- a) measures to promote, develop, support and improve Football and Futsal refereeing in the ACT,
- b) policies and processes relating to the welfare of referees, including policies and processes relating to behaviours and actions by players, coaches, administrators and spectators that affect the performance, behaviour and retention of referees,
- c) measures to promote the development of all referees and to identify talented referees,
- d) policies and processes relating to the selection and appointment of referees,
- e) refereeing qualifications, standards and referee behaviour,
- f) referee registration and remuneration, and
- g) any other relevant matter relating to referees.

3. MEMBERSHIP

The ACT Referees Standing Advisory Committee shall not have less than 5 nor greater than 7 members, unless the Board considers it appropriate to appoint more than 7 members.

At least one of these members will be nominated to specifically represent the interests of Futsal referees.

An employee of Capital Football will be appointed as Secretary of the Committee who is entitled to hold an ex-officio role on the Committee.

4. PROCEEDINGS

4.1 MEETINGS

The members of the ACT Referees' Standing Advisory Committee may meet for conducting business, adjourn and otherwise regulate their meetings as they think fit.

The ACT Referees' Standing Advisory Committee will meet at least three times in each year preferably in February, June and October or at other times approved by the Board. A quorum shall consist of half plus one of the members of each Committee meeting.

The Secretary shall provide administrative support to the Committee.

Minutes of the Committee meetings shall be taken by the Secretary. The minutes shall reflect action items with a required timeframe and resources required for implementation.

4.2 CHAIR

The members of the ACT Referees' Standing Advisory Committee must elect one of their number as Chair and may determine the period for which that person is to hold office.

A Standing Advisory Committee member who has been elected to the Regional Council to become a registered voting Member of Capital Football is only eligible for election to the position of Committee chair should they resign their position on the Regional Council.

4.3 DEPUTY CHAIR

The members of the ACT Referees' Standing Advisory Committee must elect one of their number as deputy chair and may determine the period for which that person is to hold office.

4.4 ABSENCE OF CHAIR AT STANDING ADVISORY COMMITTEE MEETING

The Chair is entitled to preside at meetings of the ACT Referees' Standing Advisory Committee.

If the Chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has indicated their intention not to be present and able and willing to act, the following may preside (in order of entitlement):

- a) the deputy chair,
- b) a member of the ACT Referees' Standing Advisory Committee chosen by a majority of the members present.

4.5 USE OF TECHNOLOGY

A meeting of the ACT Referees' Standing Advisory Committee may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one.

5. MEMBERSHIP OF THE ACT FOOTBALL FEDERATION

The person who occupies the position of chair of the ACT Referees' Standing Advisory Committee:

- d) agrees to apply for membership of ACT Football Federation Incorporated (Capital Football) according to the Constitution;
- e) agrees that, once admitted as a member of ACT Football Federation Incorporated (Capital Football) they will maintain that membership for as long as they remain the chair of the ACT Referees' Standing Advisory Committee; and
- f) automatically ceases to be a member of ACT Football Federation Incorporated (Capital Football) upon vacating the chair (for whatever reason) of the ACT Referees' Standing Advisory Committee.

6. ACCOUNTABILITY

The Chair of the ACT Referees' Standing Advisory Committee, or their delegate, shall report and make recommendations to the Board via written reports or minutes following each meeting.

The Chair of the Committee, or their delegate, may make representation to, or be asked to attend, the Board meetings.

7. WORKING RELATIONSHIPS

The ACT Referees' Standing Advisory Committee shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups.

The ACT Referees' Standing Advisory Committee and its member has no authority over Capital Football employees and has no capacity to delegate the performance of any function or task to a Capital Football employee without the consent of the CEO.

Members of the ACT Referees' Standing Advisory Committee shall take care to ensure that in the performance of their functions that they do not compromise the operational management of Capital Football (under the responsibility of the CEO).

COMMUNITY LEAGUES STANDING ADVISORY COMMITTEE

1. PURPOSE AND ROLE

This Terms of Reference provide detail and direction for the ACT Community Leagues Standing Advisory Committee (see By-law 4 for more details).

The ACT Community Leagues Standing Advisory Committee shall, in relation to matters concerning Community Leagues, report to the Board either directly or through the CEO or their delegate and work collaboratively with other Region Council, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and clubs in relation to matters concerning the management, governance, development and direction of community football and futsal in the ACT,
- b) facilitating communication between clubs and the Board in relation to matters concerning the management, governance, development and direction of community football and futsal in the ACT,
- c) contributing to the enhancement and management of community football and futsal in the ACT and region by advising and making recommendations to the Board and CEO,
- d) contributing to the management and governance, together with the future development and direction of community football and futsal in the ACT, and
- e) relation to such other matters as requested by the Board.

Unless specifically empowered by the Board, the ACT Community Leagues Standing Advisory Committee shall be unable to make binding Board decisions or speak for the Board.

2. FUNCTIONS

The ACT Community Leagues Standing Advisory Committee is to advise the Board and the CEO on strategic and policy matters relating to women's and men's football and futsal community leagues football including masters and summer programs.

The Board, the CEO or Members may refer any matter relating to community football to the ACT Community Leagues Standing Advisory Committee for advice.

The ACT Community Leagues Standing Advisory Committee may give any advice requested of it, and may (whether or not requested to do so) make recommendations to the Board and the CEO on:

- a) Measures to promote, develop and improve community football in the region,
- b) Consistency of application of rules, programs and structures, and equality of opportunity, for all community league participants in football, and
- c) Any other matter relating to community football such as League Rules.

3. MEMBERSHIP

The ACT Community Leagues Standing Advisory Committee shall not have less than 5 nor greater than 7 members, unless the Board considers it appropriate to appoint more than 7 members.

At least one of these members will be nominated to specifically represent the interests of community futsal.

An employee of Capital Football will be appointed as Secretary who is entitled to hold an ex-officio role on the ACT Community Leagues Standing Advisory Committee.

4. PROCEEDINGS

4.1 MEETINGS

The members of the ACT Community Leagues Standing Advisory Committee may meet for conducting business, adjourn and otherwise regulate their meetings as they think fit.

The ACT Community Leagues Standing Advisory Committee will meet at least three times in each year preferably in February, June and October or at other times approved by the Board.

A quorum shall consist of half plus one of the members of each ACT Community Leagues Standing Advisory Committee meeting. The Secretary shall provide administrative support to the ACT Community Leagues Standing Advisory Committee.

Minutes of the ACT Community Leagues Standing Advisory Committee meetings shall be taken by the Secretary.

The minutes shall reflect action items with a required timeframe and resources required for implementation.

4.2 CHAIR

The members of the ACT Community Leagues Standing Advisory Committee must elect one of their number as chair and may determine the period for which that person is to hold office.

A Standing Advisory Committee member who has been elected to the Region Council to become a registered voting Member of Capital Football is only eligible for election to the position of Committee chair should they resign their position on the Region Council.

4.3 DEPUTY CHAIR

The members of the ACT Community Leagues Standing Advisory Committee must elect one of their number as deputy chair and may determine the period for which that person is to hold office.

4.4 ABSENCE OF CHAIR AT STANDING ADVISORY COMMITTEE MEETING

The chair is entitled to preside at meetings of the ACT Community Leagues Standing Advisory Committee.

If the chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has indicated their intention not to be present and able and willing to act, the following may preside (in order of entitlement):

- a) the deputy chair;
- b) a member of the ACT Community Leagues Standing Advisory Committee chosen by a majority of the members present.

4.5 USE OF TECHNOLOGY

A meeting of the ACT Community Leagues Standing Advisory Committee may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one.

5. MEMBERSHIP OF THE ACT FOOTBALL FEDERATION

The person who occupies the position of chair of the ACT Community Leagues Standing Advisory Committee:

- a) agrees to apply for membership of ACT Football Federation Incorporated (Capital Football) according to the Constitution;
- b) agrees that, once admitted as a member of ACT Football Federation Incorporated (Capital Football), they will maintain that membership for as long as they remain the chair of the ACT Community Leagues Standing Advisory Committee; and
- c) automatically ceases to be a member of ACT Football Federation Incorporated (Capital Football) upon vacating the chair (for whatever reason) of the ACT Community Leagues Standing Advisory Committee.

6. ACCOUNTABILITY

The Chair of the ACT Community Leagues Standing Advisory Committee or their delegate shall report and make recommendations to the Board via written reports or minutes following each meeting.

The Chair of the ACT Community Leagues Standing Advisory Committee or their delegate may make representation to or be asked to attend Board meetings.

7. WORKING RELATIONSHIPS

The ACT Community Leagues Standing Advisory Committee shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups.

The ACT Community Leagues Standing Advisory Committee and any member of the ACT Community Leagues Standing Advisory Committee has no authority over Capital Football employees and has no capacity to delegate the performance of any function or task to a Capital Football employee without the consent of the CEO.

Members of the ACT Community Leagues Standing Advisory Committee shall take care to ensure that in the performance of their functions that they do not compromise the operational management of Capital Football (under the responsibility of the CEO).

JUNIORS STANDING ADVISORY COMMITTEE

1. PURPOSE AND ROLE

This Terms of Reference provide detail and direction for the ACT Juniors Standing Advisory Committee (see By-law 5 for more details).

The ACT Juniors Standing Advisory Committee shall, in relation to matters concerning junior football and futsal, report to the Board either directly or through the CEO or their delegate and work collaboratively with other Regional Representatives, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and clubs in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- b) facilitating communication between clubs and the Board in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- c) contributing to the enhancement and management of football and futsal in the ACT and region by advising and making recommendations to the Board and CEO;
- d) contributing to the management and governance, together with the future development and direction of football and futsal in the ACT; and
- e) relation to such other matters as requested by the Board.

Unless specifically empowered by the Board, the ACT Juniors Standing Advisory Committee shall be unable to make binding Board decisions or speak for the Board.

2. FUNCTIONS

The ACT Juniors Standing Advisory Committee is to advise the Board and the CEO on strategic and policy matters relating to Juniors Football.

The Board, the CEO or Members may refer any matter relating to junior football to the ACT Juniors Standing Advisory Committee for advice.

The ACT Juniors Standing Advisory Committee may give any advice requested of it, and may (whether or not requested to do so) make recommendations to the Board and the CEO on:

- a) inter-Zone and state competitions for junior football players, including school competitions;
- b) any matters affecting participation by, and the development of, junior football players; and
- c) any other matter relating to junior football such as League Rules.

3. MEMBERSHIP

The ACT Juniors Standing Advisory Committee shall not have less than 5 nor greater than 7 members, unless the Board considers it appropriate to appoint more than 7 members.

At least one of these members will be nominated to specifically represent the interests of Junior Futsal.

An employee of Capital Football will be appointed as Secretary of the ACT Juniors Standing Advisory Committee who is entitled to hold an ex-officio role on the Committee.

4. PROCEEDINGS

4.1 MEETINGS

The members of the ACT Juniors Standing Advisory Committee may meet for conducting business, adjourn and otherwise regulate their meetings as they think fit.

The ACT Juniors Standing Advisory Committee will meet at least three times in each year preferably in February, June and October or at other times approved by the Board.

A quorum shall consist of half plus one of the members of each ACT Juniors Standing Advisory Committee meeting. The Secretary shall provide administrative support to the ACT Juniors Standing Advisory Committee.

Minutes of the ACT Juniors Standing Advisory Committee meetings shall be taken by the Secretary. The minutes shall reflect action items with a required timeframe and resources required for implementation.

4.2 CHAIR

The members of the ACT Juniors Standing Advisory Committee must elect one of their number as chair and may determine the period for which that person is to hold office.

A Standing Advisory Committee member who has been elected to the Region Council to become a registered voting Member of Capital Football is only eligible for election to the position of Committee chair should they resign their position on the Region Council.

4.3 DEPUTY CHAIR

The members of the ACT Juniors Standing Advisory Committee must elect one of their number as deputy chair and may determine the period for which that person is to hold office.

4.4 ABSENCE OF CHAIR AT STANDING ADVISORY COMMITTEE MEETING

The chair is entitled to preside at meetings of the ACT Juniors Standing Advisory Committee.

If the chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has indicated their intention not to be present and able and willing to act, the following may preside (in order of entitlement):

- a) the deputy chair;
- b) a member of the ACT Juniors Standing Advisory Committee chosen by a majority of the members present.

4.5 USE OF TECHNOLOGY

A meeting of the ACT Juniors Standing Advisory Committee may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one.

5. MEMBERSHIP OF THE ACT FOOTBALL FEDERATION

The person who occupies the position of chair of the ACT Juniors Standing Advisory Committee:

- a) agrees to apply for membership of ACT Football Federation Incorporated (Capital Football) according to the Constitution;
- b) agrees that, once admitted as a member of ACT Football Federation Incorporated (Capital Football), they will maintain that membership for as long as they remain the chair of the ACT Juniors Standing Advisory Committee; and
- c) automatically ceases to be a member of ACT Football Federation Incorporated (Capital Football) upon vacating the chair (for whatever reason) of the ACT Juniors Standing Advisory Committee.

6. ACCOUNTABILITY

The Chair of the ACT Juniors Standing Advisory Committee or their delegate shall report and make recommendations to the Board via written reports or minutes following each meeting.

The Chair of the ACT Juniors Standing Advisory Committee or their delegate may make representation to or be asked to attend Board meetings.

7. WORKING RELATIONSHIPS

The ACT Juniors Standing Advisory Committee shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups.

The ACT Juniors Standing Advisory Committee and any member of the ACT Juniors Standing Advisory Committee has no authority over Capital Football employees and has no capacity to delegate the performance of any function or task to a Capital Football employee without the consent of the CEO.

Members of the ACT Juniors Standing Advisory Committee shall take care to ensure that in the performance of their functions that they do not compromise the operational management of Capital Football (under the responsibility of the CEO).

PREMIER LEAGUES STANDING ADVISORY COMMITTEE

1. PURPOSE AND ROLE

This Terms of Reference provide detail and direction for the ACT Premier Leagues Standing Advisory Committee (see By-law 6 for more details).

The ACT Premier Leagues Standing Advisory Committee shall, in relation to matters concerning Premier League competitions, report to the Board either directly or through the CEO or their delegate and work collaboratively with other Region Council, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and clubs in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- b) facilitating communication between clubs and the Board in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- c) contributing to the enhancement and management of football and futsal in the ACT and region by advising and making recommendations to the Board and CEO;
- d) contributing to the management and governance, together with the future development and direction of football and futsal in the ACT; and
- e) relation to such other matters as requested by the Board. Unless specifically empowered by the Board, the Committee shall be unable to make binding Board decisions or speak for the Board.

2. FUNCTIONS

The ACT Premier Leagues Standing Advisory Committee is to advise the Board and the CEO on strategic and policy matters relating to junior, women's, men's and futsal Premier League Football.

The Board, the CEO or Members may refer any matter relating to Premier League Football to the ACT Premier Leagues Standing Advisory Committee for advice.

The ACT Premier Leagues Standing Advisory Committee may give any advice requested of it, and may (whether or not requested to do so) make recommendations to the Board and the CEO on:

- a) measures to promote, develop and improve all areas of Premier League Football in the State;
- b) consistency of application of rules, programs and structures, and equality of opportunity, for all areas of Premier League Football; and
- c) any other matter relating to Premier League Football such as League Rules.

3. MEMBERSHIP

The ACT Premier Leagues Standing Advisory Committee shall not have less than 5 nor greater than 7 members, unless the Board considers it appropriate to appoint more than 7 members.

At least one of these members will be nominated to specifically represent the interests of Premier League Futsal.

An employee of Capital Football will be appointed as Secretary of the ACT Premier Leagues Standing Advisory Committee who is entitled to hold an ex-officio role on the committee.

4. PROCEEDINGS

4.1 MEETINGS

The members of the ACT Premier Leagues Standing Advisory Committee may meet for conducting business, adjourn and otherwise regulate their meetings as they think fit.

The ACT Premier Leagues Standing Advisory Committee will meet at least three times in each year preferably in February, June and October or at other times approved by the Board.

A quorum shall consist of half plus one of the members of each ACT Premier Leagues Standing Advisory Committee meeting. The Secretary shall provide administrative support to the ACT Premier Leagues Standing Advisory Committee.

Minutes of the ACT Premier Leagues Standing Advisory Committee meetings shall be taken by the Secretary. The minutes shall reflect action items with a required timeframe and resources required for implementation.

4.2 CHAIR

The members of the ACT Premier Leagues Standing Advisory Committee must elect one of their number as chair and may determine the period for which that person is to hold office.

A Standing Advisory Committee member who has been elected to the Region Council to become a registered voting Member of Capital Football is only eligible for election to the position of Committee chair should they resign their position on the Region Council.

4.3 DEPUTY CHAIR

The members of the ACT Premier Leagues Standing Advisory Committee must elect one of their number as deputy chair and may determine the period for which that person is to hold office.

4.4 ABSENCE OF CHAIR AT STANDING ADVISORY COMMITTEE MEETING

The Chair is entitled to preside at meetings of the ACT Premier Leagues Standing Advisory Committee.

If the Chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has indicated their intention not to be present and able and willing to act, the following may preside (in order of entitlement):

- a) the deputy chair;
- b) a member of the ACT Premier Leagues Standing Advisory Committee chosen by a majority of the members present.

4.5 USE OF TECHNOLOGY

A meeting of the ACT Premier Leagues Standing Advisory Committee may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one.

5. MEMBERSHIP OF THE ACT FOOTBALL FEDERATION

The person who occupies the position of chair of the ACT Premier Leagues Standing Advisory Committee:

- a) agrees to apply for membership of ACT Football Federation Incorporated (Capital Football) according to the Constitution;
- b) agrees that, once admitted as a member of ACT Football Federation Incorporated (Capital Football), they will maintain that membership for as long as they remain the chair of the ACT Premier Leagues Standing Advisory Committee; and
- c) automatically ceases to be a member of ACT Football Federation Incorporated (Capital Football) upon vacating the chair (for whatever reason) of the ACT Premier Leagues Standing Advisory Committee.

6. ACCOUNTABILITY

The Chair of the ACT Premier Leagues Standing Advisory Committee or their delegate shall report and make recommendations to the Board via written reports or minutes following each meeting.

The Chair of the ACT Premier Leagues Standing Advisory Committee or their delegate may make representation to or be asked to attend Board meetings.

7. WORKING RELATIONSHIPS

The ACT Premier Leagues Standing Advisory Committee shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups.

The ACT Premier Leagues Standing Advisory Committee and any member of the ACT Premier Leagues Standing Advisory Committee has no authority over Capital Football employees and has no capacity to delegate the performance of any function or task to a Capital Football employee without the consent of the CCEO.

Members of the ACT Premier Leagues Standing Advisory Committee shall take care to ensure that in the performance of their functions that they do not compromise the operational management of Capital Football (under the responsibility of the CEO).