

Men's Masters

Terms of Reference

This document is to be read in conjunction with the HQ Committees Charter

Purpose of the Committee	<p>The Men's Masters Committee (MMC) assists and advises Hockey Queensland on fulfilling its oversight responsibilities relating to:</p> <ul style="list-style-type: none"> • Develop and oversee programs • Overview of Masters State Championships • Develop and grow Men's Masters Hockey (Indoor and Field) across Queensland
Membership	<p>Membership of the Committee will include a minimum of:</p> <ul style="list-style-type: none"> • Chairperson. • Vice Chairperson. • Treasurer • Secretary <p>An additional five (5) general members</p>
EOI's and Criteria	<ul style="list-style-type: none"> • EOI's for positions will be called for by HQ as per the Charter each year. • Appointment process will be followed as per the Committee Charter.
Term	<p>Two (2) years for the Chair and three (3) executive positions and two (2) general members</p> <p>One (1) year for three (3) general members</p>
Quorum	<p>As per the Charter:</p> <p>The quorum of meetings shall be:</p> <ul style="list-style-type: none"> • Committees with 6 or more members - 4 members • Committees with 5 or fewer members - 3 members
Delegated Authority	<p>The MMC will undertake its responsibilities and make recommendations for improvement to HQ in the following areas:</p>
1. Policy	<p>Establish, implement, monitor the effectiveness and review the required policies to ensure alignment with National policies and relevance for Queensland.</p>
2. Finance	<p>MMC will maintain its financial management on all funds raised by the MMC. Funds and transactions will occur in accordance with HQ financial management policies utilising HQ financial management systems.</p> <p>HQ will provide a Statement of Financial Performance on a minimum quarterly basis or as required by HQMMC.</p> <p>Any additional support provided from HQ to Men's Masters will determined by the CEO, which must include sign off by Hockey Queensland Board.</p>
3. Selections	<p>Establish a selection policy for players to be selected in Queensland Men's Masters Hockey teams to contest the national titles.</p>

4. Tournaments	<ul style="list-style-type: none"> • Provide oversight of the State Men's Masters Championships • Determine the location of all Men's Masters State Championships following consultation with HQ with respect to current approved schedules • Approve the appointment of off field and on field officials for all Men's Masters State Championships. • Oversight of Queensland Teams at the National Men's Masters Championships
5. Communication	<p>Provide feedback in a timely manner on requests from HQ, HA and other relevant stakeholders.</p> <p>Provide regular communication regarding achievements and updates to HQ for distribution to members.</p>
6. Rules & Manuals	<p>Establish a competition manual that details the number and format of all Men's Masters State Championships.</p>
Reporting	<p>Provide timely provision of the meeting minutes to the HQ Board via designated portal and report progress of their Operational Plans to the HQ Board at least once annually.</p>