



The Mildmay Club Committee Members' Charter

Purpose of the Charter: This Charter sets out the expectations, responsibilities, and standards for Committee members.

It must be:

- Approved and reviewed by the Committee each year.
- Shared with all Club members.
- Agreed to by new Committee members before they take up their roles.

1. Purpose of the Committee

The Committee exists to ensure the Club is well-run, stable, and continues to benefit its members.

In doing so, the Committee will:

- Act with honesty, care, and fairness.
- Support the Club's traditions and community role.
- Encourage diversity and inclusion in membership, staff, and activities.
- Make decisions based on facts and appropriate information.
- Follow through on commitments.
- Avoid personal gain from Committee roles.
- Be transparent when appropriate and maintain confidentiality when needed.

2. Individual Standards of Behaviour

Each Committee member must:

- Put the interests of the Club above personal or outside interests.
- Treat all Club members, staff, and each other with respect.
- Never use their position for personal benefit. *
- Keep sensitive information private.
- Always act with integrity and professionalism.
- Avoid any form of harassment, discrimination, bullying, or misconduct.

Breaking these standards could lead to an investigation under Club Rule 13 and can result in immediate removal from the Committee and possible loss of Club membership.

3. Core Responsibilities of the Committee

The Committee works together to manage and guide the Club.

Responsibilities include:

a) Meetings

- Conduct meetings according to the Committee's Terms of Reference.
- Make joint decisions on Club matters and take action as needed.
- Provide proper onboarding and handover when Committee members change.

b) Club Events and Services

- Plan regular events and services that are inclusive and accessible.
- Ensure the quality of these events and services meet members' expectations.

c) Finance and Fundraising

- Raise funds to support Club operations.
- Spend funds responsibly for the benefit of the Club.
- Allow finances to be looked at by any member of the club at any reasonable time.

d) Governance

- Operate according to the Club's Rules at all times.
- Identify and manage legal and financial obligations and operational risks.
- Develop and apply policies to ensure the Club runs safely and effectively.
- Delegate responsibility and authority appropriately, as required.

e) Communication and Engagement

- Keep members informed about Club activities and decisions.
- Establish mechanisms for members to contribute any ideas and concerns.

4. Role of Committee Members - Members of the Committee are expected to:

- Act as a contact point for Club member and staff concerns.
- Lead or support projects as agreed.
- Attend and contribute to Committee meetings.

(**Note:** Committee Members do not have any more authority or rights than any other club member, except when delegated to them.)

*(see Club Rule 19, unless allowed by CIU rules and approved by Club members).

Approved by Committee: September 2025