

# GUIDELINES FOR MOTORCYCLING QUEENSLAND SUBCOMMITTEES

Effective subcommittees are active, impartial, forward thinking and more often than not “act” rather than “react”. Personal agendas should be set aside as the best interests of Motorcycle Sport in Queensland and MQ are paramount. The Subcommittee needs to assume responsibility for the discipline and monitor its performance throughout the State. Subcommittees are responsible to MQ Council via the MQ Office. The office will provide assistance to all subcommittees.

Listed below is the schedule of duties for all subcommittees. This is a growing document, please feel free to add any other roles and responsibilities you see as being specific to your subcommittee.

## 1. PURPOSE

Recommend actions on matters referred to you and initiate recommendations for the betterment of your discipline.

## 2. ELECT A CHAIR

The Chair needs to be contactable by MQ staff during business hours.

Please refer to the Booklet, “Point of Order” for the responsibilities of the Chair.

## 3. ELECT A SECRETARY

It is preferable that the Secretary has access to a computer and Email so that the minutes can be prepared for Council and sent to the MQ office by email. The Secretary’s role should be separate to the Chair. Refer to the Booklet, “Point of Order” for the responsibilities of the Secretary. Maintain minutes as a concise record of decisions.

## 4. CONTACT DETAILS

Check the list of contact details of all members of the subcommittee and forward any corrections immediately to MQ.

## 5. MEETING SCHEDULE

Meet monthly and provide MQ with minutes of these meetings by the end of each month so that they can be considered at the next Council meeting. It is essential that subcommittees meet regularly so that the minutes maintain their relevance and don’t become outdated. Any subcommittee member who fails to attend three consecutive subcommittee meetings without prior arrangements being made with the subcommittee chairman will be liable to forfeit their position on the subcommittee.

## 6. AGENDA

An Agenda for all meetings noting the planned topics of discussion / decision making, time of the meeting, and any other special issues that members should be aware of, should be distributed to all Subcommittee members at least 1 week prior to the meeting.

7. MEETING MINUTES / OUTCOMES OF MEETINGS

Minutes of meetings should always be kept and a copy forwarded to Motorcycling Queensland by email – [info@mqlld.org.au](mailto:info@mqlld.org.au) for inclusion in the monthly mailout. The minutes should clearly highlight details of all decisions made by the Subcommittee.

8. CORRESPONDENCE

Respond to correspondence from the MQ Office by the required date. Establish and maintain good channels of communication with the MQ office. Liaise with other subcommittee Chairs and members as appropriate. Ensure that all external correspondence and finances are referred through the MQ Office. For all outgoing correspondence, the Subcommittee Secretary should send a draft letter, preferably by email, to the MQ office. The outgoing letter will then be sent by the office on MQ letterhead.

9. PROMOTIONS

Provide support for MQ Promotions.

10. BUDGET

Prepare a budget for expenses and probable income by July each year (for the following calendar year) and submit it to the MQ Office.

11. STRATEGIC PLAN

Subcommittees work with the adopted MQ Strategic Plan and work within the administrative system to monitor progress and update the Strategic Plan.

12. OPERATIONAL PLAN

Provide input into the MQ Management Plan by July each year.

13. SUBCOMMITTEE PLANNING

Subcommittees are expected to develop strategies for the growth of their particular discipline and not just concentrate on technical rules.

14. CALENDAR

Provide input into the setting of the State Calendar by 31<sup>st</sup> October each year.

15. GRADINGS

Provide the Office with lists of gradings as recommendations to Council.

16. SUPPLEMENTARY REGULATIONS

Approve supplementary regulations. When approved, paper copies of supplementary regulations, noting any changes required, must be returned to the MQ Office so that they can be released promptly.

17. COMMITMENT

Subcommittees are expected to:

- a) Contribute throughout the year and not just when meetings are held.
- b) Be dynamic and innovative for the benefit of the sport
- c) Work for the sport statewide. Parochial or club based views are unacceptable.
- d) Once a majority decision has been reached all subcommittee members are expected to show solidarity and publicly support the subcommittee decision.

#### 18. CONFIDENTIALITY

Subcommittee members must respect and trust their colleagues. They must also display a high level of integrity in the manner in which they acquit their functions. Discussions between subcommittee members, the Executive and MQ staff are confidential until minutes, Supplementary Regulations, press releases, etc are published by the office.

#### 19. AUTHORITY AT EVENTS

Unless subcommittee members are appointed specifically as an official at an event they have no authority at it. If you are asked for input as a subcommittee member it may only be to the Steward or Clerk or Course.

#### 18. MEDIA STATEMENTS

Subcommittees, prior to submitting articles for the media must have them approved by the General Manager to ensure factual accuracy.

#### 19. CONFLICT OF INTEREST

Conflicts of interest are unavoidable but it is essential they are properly managed.

Conflicts of interest may occur when:

- A subcommittee member or their family or business interests stand to gain financially from any business dealings, programs or services provided to MQ.
- A subcommittee member stands to gain personally or professionally from insider knowledge if that knowledge is used for personal or professional advantage.
- A subcommittee member offers a professional service to MQ.

All conflicts of interest must be declared by the subcommittee member concerned at the earliest time after the conflict is identified. Conflicts of interest are to be minuted.

#### 20. RULES

Subcommittee members are expected to have a sound knowledge of the GCRs.

#### 21. RULE CHANGES

Subcommittees cannot change GCRs but may make recommendations to MQ seeking changes to rules. These recommendations should focus on the MA Commission meetings in May each year so that the proposal can be properly passed through the MA system.

#### 22. COMMUNICATION

To streamline communication, responses to draft minutes, Supplementary Regulations etc are to be directed to the Chairman of your subcommittee who will formulate "the subcommittee position".

#### 23. SUBCOMMITTEE CASUAL VACANCIES

The Executive is empowered to appoint the first available unsuccessful candidate from the AGM to the new casual vacancy.

In any circumstance where there were no unsuccessful candidates at the AGM, such as where a subcommittee was elected unopposed, MQ will call for nominations as soon as the office becomes aware of the vacancy. The decision to appoint a replacement under this circumstance will be made by the Executive. Casual vacancies occurring less than three months before an AGM will not be filled.