BERMUDA BADMINTON ASSOCIATION

MODEL TERMS OF REFERENCE FOR SUB-COMMITTEES

1. Purpose

This model provides a framework for the terms of reference of sub-committees appointed by the Executive Committee of the Bermuda Badminton Association. Specific terms should be adapted for each committee (e.g., Selection, Tournament, Development, Finance).

2. Establishment

Sub-committees are established by resolution of the Executive Committee. The Executive Committee shall appoint the Chair and members and may dissolve a sub-committee at any time.

3. Composition

A sub-committee shall consist of a Chair (who may or may not be an Executive Committee member) and such other members as appointed. A quorum shall be a majority of appointed members.

4. Role and Responsibilities

The specific role of each sub-committee shall be defined in its individual terms of reference. In general, sub-committees:

- Advise the Executive Committee on matters within their remit.
- Carry out tasks delegated by the Executive Committee.
- Report regularly to the Executive Committee.
- Operate within the Constitution, policies, and any budget approved by the Executive Committee.

5. Authority

Sub-committees have no independent authority to bind the Association unless expressly delegated by the Executive Committee. All recommendations are subject to approval by the Executive Committee unless otherwise stated.

6. Conduct

Members of sub-committees shall comply with the Conflict of Interest provisions, Code of Conduct principles, and safeguarding requirements of the Association.

7. Review

Terms of reference for each sub-committee shall be reviewed periodically by the Executive Committee.

Adopted by the Executive Committee / General Meeting
Date: _____

This document forms part of the governance framework of the Bermuda Badminton Association and should be read in conjunction with the Constitution.