

STATE OFFICIATING COMMITTEE ROLES & RESPONSIBILITIES

1 Powers & Reporting

The State Officiating Committee (SOC) is an operational and advisory committee and has no formal decision making powers. The SOC will be tasked by and reports to the Table Tennis Queensland (TTQ) Board of Management, based on the priorities identified in the current Strategic Plan.

2 Composition

The SOC will comprise of up to six members as follows:

- Two TTQ Board Members, one of which will also chair the committee;
- Up to four suitably qualified and experienced persons appointed by the Board from nominations received on an annual basis.

In addition, the TTQ Executive Officer will be an ex officio member of the committee.

3 Functions

The primary functions of the SOC are as follows:

- To establish a program to improve the number and standards of accredited officials in Queensland,
- Recommend umpires and referees for appointment to various events, selections shall be subject to ratification of the TTQ Board of Management
- Oversee the development of officials and officiating in Queensland
- Monitor the accreditation of table tennis officials through NOAS
- To review and provide advice on relevant policies and procedures;
- Provide advice and/or recommendations to TTQ Board and/or Executive Officer on request
- Keep up-to-date with national and international officiating news and distribute to officials in Queensland

4 Committee Responsibilities

The committee as a whole accepts the following responsibilities:

- To act in the best interests of table tennis in Queensland;
- To act fairly and independently of any other affiliations that committee members might have.

5 Committee Regulations

- The committee shall meet at least twice per year, either by telephone conference call or in person, as required to fulfil their function;
- Minutes shall be taken and distributed to SOC members and the Executive Officer with each member of the committee sharing the responsibility of minutes secretary;
- A quorum shall consist of 50% of its members plus one (no business may be transacted unless a quorum is present);
- Any intellectual property developed or created, or things arising out of or in connection with the SOC shall become and remain the property of Table Tennis Queensland.

6 Individual Committee Member Responsibilities

- Work in the best interest of state, national and international competitions in Queensland;
- Attend all committee meetings;
- Carry out all agreed tasks;
- Review all relevant material and agenda before meetings in order to make a contribution;
- Promptly acknowledge all communications between committee members;
- Notify availability for meetings by requested deadline;
- Share relevant information and experiences with the group;
- Understand and respect other ideas or conflicting points of view;
- Attack problems objectively and impersonally;
- Ask for clarification on any point or problem when necessary;
- Declare any conflict of interest;
- Maintain confidentiality of all sensitive information acquired by virtue of membership of the committee;
- Return any property, documents and information to TTQ at the conclusion of involvement with the committee.

7 TTQ Responsibilities

TTQ shall support the work of the SOC by providing:

- Administrative assistance for all meetings including facility arrangements, flight and accommodation bookings if required;
- All teleconference expenses;
- Reasonable chair expenses upon prior approval by the Executive Officer.