



PUMA believe that junior sport should be safe, enjoyable, inclusive and maximise individual participation. Our club acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of sport.

Committee Meeting Conduct

- Committee decisions - The Chairperson or their appointed representative chairs the meetings. Ideally Committee decisions should be made by consensus, without the need for a vote, based on full and free input from members. A silent vote can be called for. All decisions are the decision of the Committee. How a decision was made is to be known only by the Committee members. There are no proxy votes allowed.
- Unfavourable decisions - Sometimes the Committee must make hard decisions where not everyone agrees. In these instances, a disgruntled member must take the decision on the chin and not bleat or whinge about who said what, how she/he voted and tell his friends, colleagues and the world what a dumb decision had been made. To do so may cause the wider constituency to doubt the decisions of the Committee and the capacity of its members to make decisions.
- Strategic direction - The Committee should be aware of the line between the strategic and operational when dealing with matters.
- Use of electronic devices - Members need to participate in discussions at Committee meetings and not be occupied by their devices, especially if papers are online. Mobile phones should not be on the table and should not be looked at throughout the course of the meeting.
- Atmosphere - The atmosphere at a Committee meeting should be one which encourages contribution and does not scare off any member who may not be as confident as others about what to say or how to say it.
- Your professional capacity - Regardless of the reason why you are on the Committee you are not there to do what you do in your day job. Thus a lawyer is not on the Committee to give legal advice and a coach is not there to represent coaches. No one is on a Committee in their professional capacity. They are there to bring their skills and knowledge to the table but not to give, or be relied on to give, or be expected to give, advice.
- Agenda - The Secretary will in collaboration with the Chairperson advise the meeting agenda for the next meeting. Committee members must submit agenda items to the Secretary a week before the meeting.
- Absence - If you are unable to attend a meeting then you should inform the Chairperson and Secretary of your unavailability as soon as you know. An explanation should be provided but need only be short - not well, a business meeting clash, family duties at short notice.

Meetings can be rescheduled. Please discuss this with the Chairperson. The aim is to get as many members to a meeting as possible but the quorum must be met. A quorum is 4.

- Minutes - All committee members should read and respond to the draft minutes within 36 hours. Any requests for a change or addition should be advised to the Secretary and Chairperson for their comment and decision. The altered minutes should be resent to all committee members for approval.

Conduct Outside Meetings

- Confidentiality - Confidentiality is essential. All discussions in the meeting or between Committee members are to be respected and are not to be discussed with other PUMA members, Willetton Basketball Association representatives or other clubs. Decisions can be advised with the consensus of the Committee and is the responsibility of the Chairperson or as decided on by him or her to do so.

Information provided to the PUMA Committee by others also needs to be handled as confidential outside the Committee.

All financial information is strictly confidential and is to be known by the Committee only. This includes banking account information, fees, pricing and other information considered confidential by the committee.

Confidentiality is expected after a member is no longer on the Committee.

- Completion of allotted tasks - Committee meeting tasks allotted to various members are to be done in a timely manner. If you know you can't do it then say so rather than letting the others down at the next meeting.
- Committee correspondence - When sending emails other messages, think carefully about who needs to receive what based on the recipient's role - and everyone's busyness.

Respond to correspondence where required within 36 hours, even if it is only to advise you are unable to respond.

The PUMA Way

- Act with integrity and lead by example
- Support each other and call out when you need support
- Be transparent – “work out loud”
- Adhere to the [WBA Code of Conduct](#) and [BWA Code of Conduct](#)