



QRA Zone Representatives Charter

Purpose

The QRA Zone Representatives (the 'Committee') is a group of individuals tasked with ensuring two-way communication between the Board and Management to the Clubs and Members.

The *Committee* identifies opportunities to support Clubs and provides advice to QRA's Board of Directors and Management team. This role is vital due to the geographic spread of Clubs throughout the State.

The *Committee* will also meet as a group to discuss common issues and share best practice.

The *Committee* will function in accordance with current version of the QRA Rules.

Membership

The makeup of the Committee shall be as follows:

- up to one member per Zone
- the maximum number of Zone representatives is 12
- one Board Member

The chair will be elected by the committee typically for one (1) year terms, but that is up to the discretion of the committee.

Authority

The committee will operate under a 'prepare, review and approve process' where information is prepared by 'others', reviewed by the Committee with committee report back/recommendations proposed for the Board approval.

Responsibilities

The following is a list of responsibilities of the *Committee*:

- Identify and nominate suitable candidates to fill vacancies on the QRA Governance Committee.
- Identify and assist Clubs to make the most of Grant funding opportunities
- Assist Clubs with local club governance issues and strategic planning
- Encourage Clubs to provide content for the QRA website and Australian Target Rifle Magazine
- Share local initiatives that can assist the Association
- Meet with other Zone Representatives to discuss like issues and make recommendations to the Board and Management
- Report non-compliance and seek assistance to rectify
- Attend QRA member/club forums
- Receive Board Meeting Minutes

- In accordance with the Objects of the QRA (as contained in the current version of the QRA Rules), keep the QRA Board and staff aware of any opportunities or problems that may arise in their area that impact on the sport;
- Encourage the Rifle Clubs and members to make better use of the available technology;
- Prepare an annual report to be tabled at the AGM.

The Committee will report its activities back to the Board at least on a quarterly basis and give feedback to the Board and Management as required.

Meetings

The committee will meet at least quarterly and more often as needed.

A majority of the Committee members shall constitute a quorum.

The Committee chair may invite any Board Member, Officer, staff member, expert or other advisor who isn't a member of the Committee to attend, but these individuals have no voting power. The Committee will review its charter at least annually and recommend any proposed changes to the Governance Committee for review, and approval by the Board.

Zone Representative Charter			
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Drafted by	EO	Approved by Board on	
Responsible person	Zone Representative Sub-Committee	Scheduled review date	31/1/26