

TERMS OF REFERENCE

TITLE	Central District Sport
PARENT ENTITY	Metropolitan North School Sport Management Group
SUBORDINATE COMMITTEES	<p>Secondary Schools – Years 7 - 12</p> <p>Aspley State High School Aviation High School Bracken Ridge State High School Craigslea State High School Earnshaw State College Kedron State High School Sandgate District State High School Wavell State High School</p>
PURPOSE	Central District Sport is an operational unit within Education Queensland. Its core purpose is to focus on children and schools within the various education systems. The district supports the development of physical and sporting activities of young people within the schooling community. The District facilitates supports and leads the schools in their development of sport education.
SCOPE Aims and objectives	<p>To co-ordinate and support appropriate quality sporting opportunities for all students in Central District Sport.</p> <ul style="list-style-type: none"> • School sport programs and competitions provide opportunities for all students to participate in sport, at whatever level they are played, add value to individuals by giving the opportunity to all, irrespective of background and circumstances. • School sport programs and competitions provide opportunities for all students to participate in sport appropriate to their fitness, skill and interest level within a safe and supportive learning environment • School sport provides for the student's physical, social and emotional needs in order to assist them to achieve their individual potential and become capable, active members of their communities. • Sport can play a valuable role in delivering a total education for the students.
MEMBERSHIP	Membership is determined by the district boundary and includes a service fee.
FREQUENCY AND CONDUCT OF MEETINGS	Central District Sport conducts a general meeting in every school term with an extra general meeting and AGM in term 4, the AGM and General Meeting are conducted on the same day.
ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • District Chair – Tiffany Byram, Deputy Principal - WSHS – 2019 & 2020 <p>Chair Meetings Decision Making</p>

	<ul style="list-style-type: none"> • District Treasurer – Deb Deaves, Business Manager – WSHS – 2019 & 2020 Financial Reports • District Sport Officer – Jessica Breen <ul style="list-style-type: none"> Team Management <ul style="list-style-type: none"> ➢ Team sport pathway management ➢ Interschool sport team management ➢ Team Official in-service management ➢ Website management Event Management <ul style="list-style-type: none"> ➢ Teams events ➢ Interschool sport events ➢ Website management for events ➢ Team Official in-service events Office Management <ul style="list-style-type: none"> ➢ MNMG meetings – 3 per year - prepare report (chair to prepare end of year report), prepare & present financial statement to group, feedback to district with information from meeting. ➢ District meetings – quarterly + AGM - schedule meetings & reminders, prepare agendas & minutes for District meetings in consultation with District Chair, guest speakers, correspondence in & out, prepare financial statement & table Disseminate information ➢ Finance – maintain cashbook in consultation with BM at base school, procurement, send invoices to BM for payment, maintain TRS register for allowable/claimable days, prepare financial reports for meetings, School Shop Online maintenance and district budget. ➢ Asset register – Maintain equipment, stocktake, depreciation replacements. ➢ District Calendars – In line with Regional and State Calendars. Organise District Officials to take on Convenors, Coach and Manager Roles for the designated sports. 					
MEETING OPERATIONS	Standing orders					
REVIEW ARRANGEMENTS	Policy and Procedures Manual is under constant updates.					
STATUS OF THIS ToR	Draft	<input type="checkbox"/>	Final	<input type="checkbox"/>	TRIM reference	
	Approving body	Regional Director			Date approved	