

Out of the Blue Advisory Committee

Terms of Reference

About the De La Salle Out of the Blue Program

The De La Salle Out of the Blue Program is designed to

- Reduce the stigma around mental health, and to
- Raise awareness and support of Mental Health and Well-Being initiatives,

for De La Salle Amateur Football Club Players, Members, Staff and Supporters.

This designated mental health awareness program provides support to those going through mental health struggles and provide appropriate assistance and medical services required. This includes the provision of psychologist support and education initiatives including workshops and guest speakers.

The Out of the Blue Program relies on donations to fund initiatives and support.

Objective

The objective of the Out of the Blue Advisory Committee (OOTB) is to

1. Develop fund raising initiatives to support the program spending
2. Manage the funds raised from OOTB initiatives and determine appropriate programs and assistance to meet the broader goals and objectives of the OOTB program.

The OOTB Advisory committee will report into the De La Salle Football Club executive committee for final sign off of fund raising initiatives, proposed events and disbursements.

The whole De La Salle Football Club committee will provide support to the OOTB Advisory committee, as required.

Terms of Reference

The OTTB Advisory committee will meet at least quarterly to:

1. Establish and review the forward planned event schedule for fundraising events.
2. Recommend programs or projects to the De La Salle Football Club Executive for the disbursement of funds received via fundraising.
 - Noting only funds in existence at the time of the meeting can be approved for disbursement.

Committee Membership

Committee membership will consist of 4 to 6 positions and will depend on who nominates.

- De La Salle Football Club General Committee Member
- De La Salle Football Club General Committee Member
- De La Salle Football Club General Committee Member (if more than 4 members)
- De La Salle Football Club Member
- De La Salle Football Club Member
- De La Salle Football Club Member (if more than 4 members)

All members are expected to work collaboratively and play an active role in delivering the agenda and work program.

Committee Membership is for a term of 1 year and is to be approved by the De La Salle Football Club Committee.

Where voting occurs and the committee is in deadlock the Chair will refer to the De La Salle Football Club Committee for the deciding vote.

Guests (subject matter experts) can be invited to attend meetings as required.

Roles

Chair:

- to manage and conclude committee discussions at formal meetings and in correspondence.
- to provide overall leadership to the committee and direct its work in line with strategic considerations and strategic direction and the work program.

Committee members:

- to seek and represent the views of their own and portfolio areas and a whole organisation view at committee meetings.
- to actively participate in committee discussions
- actively promote and support the committee's decisions and actions as required.

Meeting procedures

Agenda/Minutes and protocols

Agenda Papers and Minutes will be distributed to Committee members at least five (5) working days prior to the scheduled meeting.

A copy of the minutes of each committee meeting will be placed on the relevant file/s and referred to the appropriate area for attention/notation

Frequency of Meetings

The Committee will meet on a quarterly basis, unless a member requests an ad hoc meetings.

Quorum Requirements

The quorum for the committee is 50% (of member in attendance) plus 1

Delegates must be approved by the Chair in advance if they are to attend.

Initial Role

The initial role of the elected OOTB Advisory committee is to develop the De La Salle Out of the Blue Business Plan that clearly defines

- The purpose of the Out of The Blue Program
- A vision and/or Mission Statement for the program
- Proposed Goals and Plans of the program

The Business Plan is to be approved by the De La Salle Football Club Committee and used to provide clarity to promote the collection of future donations for the program and guidance on how funds are to be disbursed from fund raising initiatives.