

OQ Bylaws	Item Last updated:	Aug 2023
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## 5.1. Administration

- 5.1.1. Administration of Orienteering Queensland Inc (“OQ”) will be carried out by the Management Committee (as specified in the Constitution). The Management Committee will consist of 7 positions, namely the President, Vice-President, Secretary, Treasurer and the Chairs of Development, Performance and Technical. The Management Committee is elected by members at the Annual General Meeting in line with paragraph 18 of the Constitution.
- 5.1.2. The Operations Committee is a permanent sub-committee of the Management Committee. It will meet at every second monthly meeting. It consists of voting and non-voting members. The voting members consist of the Management Committee and one delegate from each affiliated club (as nominated by the club). Each member of the Operations Committee with voting rights will have an equal vote. Non-voting members of the committee include all paid officers, club presidents and other members of OQ holding positions recognised by the Management Committee. Operations Committee recommendations only become valid after ratification by the Management Committee which may occur at the Operations Committee meeting if a majority of the voting members of the Management Committee are present.
- 5.1.3. Additional sub-committees will be made up of club members holding similar roles to that of the chair and other parties as appropriate. Other sub-committees may be formed, or individuals appointed, as the Management Committee deems appropriate.
- 5.1.4. Roles within the Operations Committee may include, but are not limited to:
- Administration Officer
  - Membership Officer
  - Member Protection Information Officer
  - Equipment Officer
  - Mapping Officer
  - MTBO Co-ordinator
  - Web Manager
  - OQ Weekly Bulletin Editor
  - Marketing and Promotions Officer
  - Athlete Development and High Performance
  - Coaching Director
  - Junior Development Officer
  - Cyclones Manager
  - Junior Cyclones Manager
  - Mini Cyclones Manager

Ultra-Mini Cyclones Manager

Junior Development Committee Chair

Some of these may be paid positions.

- 5.1.5. At the first Management Committee meeting after the Annual General Meeting, the Management Committee will ratify appointments to the Operations Committee and other roles as detailed in Paragraph 5.1.4. Such appointments will be made from nominations received from financial members. Nominations for all non-elected roles will be canvassed during February each year by issue of an invitation to all members to submit nominations or self-nominate to the advertised roles. Such appointments will be made by the Management Committee prior to the AGM and announced at the AGM.
- 5.1.6. Paid positions will be ratified annually by the Management Committee. Vacancies in paid positions will be advertised firstly to OQ members, then publicly if not able to be filled from within OQ.
- 5.1.7. Members of the Management and Operations Committees may cast a proxy vote on any issue before their respective committees by written notification to the Secretary.
- 5.1.8. Sub-committee Chairpersons and paid officers will provide regular reports to the Operations Committee.
- 5.1.9. Sub-committee Chairpersons will be responsible for liaising with any relevant committees and personnel at Orienteering Australia ("OA") level, though all OQ decisions conveyed to OA must be ratified by the Management Committee.
- 5.1.10. Representation at Operations Committee meetings and OQ conferences by regional clubs is encouraged.
- 5.1.11. All OQ Management Committee members must hold a blue card or blue card exemption; Club Management Committee members should hold a blue card or exemption. All coaches and those involved in junior activities must hold a blue card or exemption. General controllers, course setters and event organisers are not required to hold a blue card unless organising events primarily for children.