



Development Committee Charter

1. Purpose

The Development Committee is established by the Sydney Eisteddfod Board ("the Board") under Article 16.1 of the 2023 Constitution. Its purpose is to oversee and implement strategic initiatives in alignment with the Sydney Eisteddfod's 2025 Strategic Plan. The Committee will focus on identifying key stakeholder concerns, ensuring sustainability and growth through effective philanthropic strategies, robust operational policies, and fostering stronger engagement across Sydney Eisteddfod's diverse range of competitive and non-competitive events.

2. Authority

The Development Committee operates under Article 16.1 of the Sydney Eisteddfod Constitution. It is authorised to:

- The Committee operates under delegated authority from the Board, as per Article 13.2(c).
- It has the authority to recommend strategies, policies, and actions to the Board.
- Final decisions on appointments, major strategic initiatives, and financial matters remain with the Board.
- The Committee may form Advisory Sub-Committees to provide industry-specific insights, with appointments subject to Board approval (Article 16.2).

3. Composition

In accordance with Article 16.1, the Committee will comprise:

- Chairperson: Appointed by the Board.
- Board Member(s): At least one current Board member.
- Senior Management Representative: At least one member from Senior Management.
- Additional Members: As approved by the Board, which may include external experts.
- Secretariat: A member appointed by the Board to manage secretarial functions.

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4. Responsibilities

4.1 Strategic Alignment

- Ensure all initiatives align with Sydney Eisteddfod's Strategic Plan and Constitution.
- Identify key stakeholder concerns and develop strategies to address them.

4.2 Membership & Stakeholder Engagement

- Oversee the ongoing expansion of the Company's membership base and maintain ongoing value proposition for its members.
- Engage and retain corporate and individual supporters through tailored engagement initiatives.
- Provide opportunities for members to contribute meaningfully to the governance and success of the Eisteddfod.

4.3 Philanthropic Strategy & Revenue Growth

- Develop and oversee fundraising and sponsorship strategies.
- Develop and recommend philanthropic strategies to support financial sustainability.

4.4 Review & Expectations of Ambassadors

- Periodically review the current list of Ambassadors and assess their level of engagement.
- Set clear expectations that Ambassadors are to be engaged in events, fundraising, and/or promotional activities, as appropriate.
- Ambassadors may receive a fee for their services, but this must reflect Sydney Eisteddfod's not-for-profit status and be aligned with industry best practices.

4.5 Operational Assessment

- Identify operational inefficiencies and recommend strategies for resolution.
- Work closely with the General Manager and Board to ensure effective governance and financial oversight.

4.6 Sub-Committee Oversight

- Establish and recommend appointments to Advisory Sub-Committees, ensuring industry representation.

4.7 Conflict of Interest Management

- Ensure all members adhere to Article 15.8, disclosing any material personal interests and abstaining from related decisions.

4.8 Reporting

- Maintain accurate minutes and submit reports to the Board within one month of each meeting (Article 14).

5. Reporting

The Committee will provide written reports to the Board after each meeting. Minutes of each meeting will be submitted to the Board within one month.

Content of Reports will include updates on:

- Stakeholder engagement,
- Membership growth,
- Financial performance,
- Operational improvements,
- Philanthropic initiatives,
- Ambassador impact, and
- Feedback from Advisory Sub-Committees.

Accountability: The Development Committee will ensure that all actions and recommendations are aligned with the 2025 Strategic Plan and the Sydney Eisteddfod Constitution.

6. Advisory Sub-Committees

6.1 Formation

The Development Committee will oversee the formation of Advisory Sub-Committees for key event categories, including:

- Instrumental (including Piano)
- Vocal -- Classical
- Vocal -- Contemporary
- Choral
- Dance
- Speech & Drama

6.2 Responsibilities

Advisory Sub-Committees will:

- Provide feedback on participant experiences and adjudication processes.
- Recommend solutions for identified issues.
- Suggest improvements to scheduling, logistics, and event experiences.
- Identify partnership opportunities for growth.

6.3 Membership

Members of the Advisory Sub-Committees will be appointed by the Development Committee, ensuring industry expertise and relevant representation. At least one member of the Development Committee will be a member on each Sub-Committee as a representative.

7. Meetings

- The Committee will meet at least quarterly, with additional meetings as required.
- A quorum shall be a majority of current Committee members.
- Meetings will be chaired by the appointed Chairperson. If the Chairperson is unavailable, a Board member within the Committee will act as Chair.

8. Decision-Making

- Decisions will be made by majority vote.
- In the event of a tie, the Chairperson will hold the casting vote.
- Recommendations requiring Board approval will be presented in writing, supported by evidence and rationale.

9. Confidentiality and Conduct

- All members will adhere to confidentiality agreements and the Sydney Eisteddfod's Code of Conduct.
- Members must act in the best interests of Sydney Eisteddfod and declare conflicts of interest in accordance with Article 15.8.

10. Review & Amendments

This Charter will be reviewed every two years or as required to ensure it remains aligned with Sydney Eisteddfod's objectives and governance best practices.

Amendments must be approved by the Sydney Eisteddfod Board.

Approved by the Sydney Eisteddfod Board on 20 March 2025