



**DragonBoatSA**

**Policy and Procedures**

**Subject Procedure for the Formation and  
the Functions of the Cultural and  
Publicity Portfolio**

**Subject No: DBSA 038**

**Issue No: 4  
Date of Issue: NOV-17**

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### **PROCEDURES FOR THE FORMATION AND THE FUNCTIONS OF THE CULTURAL AND PUBLICITY PORTFOLIO**

- i. Role of the Cultural and Publicity Portfolio**
  1. The Cultural and Publicity Portfolio (CPP) is established and appointed by the Board of DragonBoat SA.
  2. Its role is to maintain the Cultural Traditions within Dragon Boating in South Australia and assist in gaining publicity for Dragon Boat events and the sport in general in South Australia.
- ii. Composition of the CPP**
  1. The Cultural and Publicity Portfolio will be managed by a Chairman appointed by the DBSA Board.
  2. The CPP Chairman may co-opt other members to assist in the functioning of the portfolio
  3. CPP meetings will be chaired by the DBSA appointed Chair.
- iii. Role and Duties of the CPP Chairman**
  1. The CPP Chairman will preside over the Cultural and Publicity Portfolio meetings and lead discussions, according to the associated agenda.
  2. The CPP Chairman will oversee the preparation of the meeting agenda and ensure that the designated people perform the associated follow up work.
  3. The CPP Chairman will ensure that accurate minutes are recorded for all meetings.
  4. The Chairman will also perform other duties as requested by the CPP unless these requests are contrary to the policies and objects of DBSA.
- iv. Eligibility for the CPP**
  1. The CPP Chairman may nominate members from within DBSA to assist with the functions of the CPP. Any nominations should be presented to the DBSA Board for ratification.
  2. The CPP Chairman should ideally be a registered participant with DBSA
- v. Period of Appointment to the CPP**
  1. The Chairman of the CPP will be appointed for a two year term which commences on July 1<sup>st</sup> in a given year.
  2. Upon expiration of a Chairman's term, he/she may renominate or DBSA will seek a replacement Chairman.
  3. In the event of a Chairman leaving the CPP. prior to the expiration of his/her term a replacement will be sought by the Board of DBSA.
- vi. Procedure for the Appointment of CPP Members**
  1. Initially DBSA will call for expressions of interest and will appoint the Chairman of the CPP.
- vii. Voting**
  1. There should be minimal requirements for voting within this committee but if a vote is required each member present is entitled to one vote and a simple majority is required to carry the vote.
  2. A minimum of 7 days notice is required for any meeting.



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**viii. Responsibilities of Committee Members**

1. It is expected that CPP Committee Members will undertake to apply their knowledge and skill to the matters that come before the committee in a manner that is in the best interests of DBSA and the further development of Dragon Boat Racing, independently of any other affiliations that they might have.
2. In particular, members will be expected to commit themselves to carrying out assigned tasks within allocated time frames and to responding responsibly, reliably and promptly to internal Committee communications.

**ix. Functions of the CPP**

The functions of the Cultural and Publicity shall cover (but are not limited to) the following:

**A. CULTURAL**

- Ensure that the Cultural traditions associated with the sport of Dragon Boat Racing are researched and maintained in South Australia
- Make recommendations to the DBSA Board in regard to expenditure on Cultural Activities
- Assist Member clubs to adhere to the cultural traditions of our sport
- Ensure that the cultural traditions of our sport are prominently displayed on the DBSA website

**B. PUBLICITY**

- Identify and seek publicity opportunities to promote the sport of Dragon Boat Racing
- Make recommendations to the DBSA Board on suitable publicity opportunities
- Develop a publicity plan for ratification by the DBSA Board
- Make recommendations to the DBSA Board in regard to expenditure on Publicity opportunities.
- Other duties as allocated

**POLICY REVIEW**

This Policy will be reviewed annually to ensure that the document remains current, practical and relevant for DBSA. The next review date being November 2018.

Dated: Wednesday 8 November 2017

Signed: \_\_\_\_\_

Chris Kelley  
President DragonBoat SA