



## **DBSA MAINTENANCE COMMITTEE CHARTER**

**Established May 2018**

### **Purpose**

The purpose of the DBSA Maintenance Committee (MC) is to maintain the association's property and assets in usable and safe condition at all times.

### **Objective**

- Ensure that boats are maintained to a safe and acceptable standard at all times
- Carry out timely repairs on equipment ensuring that all of DBSA's required equipment is available and ready to use at any time
- Conduct training on the correct handling procedure for DBSA equipment
- Ensure that all DBSA property is securely and correctly stored
- Regularly check trailers to ensure that they registered and roadworthy
- In carrying out maintenance or repairs, safety and environmental standards will be observed
- Prepare an annual maintenance schedule and implement it

### **Accountability**

The MC will report directly to the DBSA Board

### **Structure**

- The MC will consist of 1 member from each metropolitan club plus a DBSA Board Member liaison
- The term of each appointment is one (1) year. If a member resigns within the year their club will appoint another member for the remainder of the term.
- It is expected that a club's nominee will have the necessary expertise to assist in the Committee's objectives

### **Chair of the Committee**

The Committee will nominate a Chair from within and submit the nomination to the DBSA Board for approval.

## **Meetings and Quorum**

- The committee shall meet as required but as a minimum, must meet each quarter to review and update maintenance plans and schedules
- Minutes including action items, decisions and recommendations must be taken and submitted to DBSA as a committee report
- A quorum will consist of 50% of members plus 1

## **Authority**

- Low value repairs or consumable purchases (less than \$150) may be authorised by the MC Chair and reimbursed by the DBSA Treasurer
- New asset purchases or large costs must be authorised by the DBSA Board
- The MC Chair may need to liaise with Landlord, Council or other bodies where issues warrant