

# State Council District Presidents Terms of Reference

## Date Effective: 31 July 2025



Purpose
<p>The State Council District Presidents (<b>SCDP</b>) is the members' voice to the Board.</p> <p>The SCDP will formulate recommendations to the RSL Queensland Board on all matters concerning or relevant to District Branches, Sub-Bran­ches and Members.</p>
Key Responsibilities
<p>The SCDP will be responsible for all matters concerning or relevant to District Branches, Sub-Bran­ches and Members, including but not limited to the matters listed below, with a particular focus on reviewing and establishing policies, procedures and processes for use by District Branches, Sub-Bran­ches and Members:</p> <ol style="list-style-type: none"><li>1. applications for membership.</li><li>2. membership fees.</li><li>3. Members' services, including but not limited to introducing new services, expanding services, and discontinuing services.</li><li>4. training for Members and Sub-Bran­ches including training in assisting Veterans with pensions and other entitlements and, where necessary, in corporate governance and regulatory compliance.</li><li>5. Sub-Bran­ch and District Branch governance.</li><li>6. establishing Auxiliaries.</li><li>7. ceremonies and functions on commemorative days including Anzac Day, Remembrance Day, and other commemorative days.</li><li>8. welfare initiatives generally and welfare initiatives at local levels.</li><li>9. raising public awareness and support for RSL Queensland.</li><li>10. fundraising at the local levels and generally.</li><li>11. supporting research and development aimed at improving RSL Queensland's understanding of the challenges faced by current serving and ex (former) serving veterans and their dependents and implementing appropriate programs in response to those challenges.</li><li>12. matters relating to the State Branch by-laws, and;</li><li>13. Such other matters as referred to the State Council by the Board.</li></ol>

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Delegations	
<b>National Awards</b>	
The authority to recommend to RSL National the granting of the following Awards, in accordance with the relevant By-Laws:	
<ul style="list-style-type: none"><li>• S8.1 to 8.4: RSL (National) Life Members</li><li>• S8.5 to 8.7: RSL (National) Meritorious Service Medal</li><li>• By Laws 8.8 to 8.12: RSL (National) Membership Certificates*</li><li>• By Laws 8.19 to 8.20: Other RSL (National) Awards</li></ul>	
<b>RSL Queensland Awards</b>	
The authority to approve the granting of the following, in accordance with the relevant By-Laws:	
<ul style="list-style-type: none"><li>• By Laws 8.13 to 8.16: RSL (Queensland Branch) Membership Certificates*</li><li>• By Laws 8.17 to 8.18: RSL (Queensland Branch) Certificate of Appreciation</li><li>• By Law 8.24: Auxiliary Life Membership</li><li>• By-Law 8.25: Auxiliary Membership Certificates*</li></ul>	
<b>Sub Branch By-Law and Constitution amendments</b>	
The authority to approve:	
<ul style="list-style-type: none"><li>• Sub Branch constitution amendments which fall within the SCDP Approval Guidelines that are contained within the "Procedure: Request for consent to amend Sub Branch constitution"; and</li><li>• Sub Branch By-Laws, provided that they are not inconsistent with the Model Sub Branch Constitution, RSL Queensland Constitution or RSL Queensland By-Laws.</li></ul>	
<b>Other Delegations</b>	
<ul style="list-style-type: none"><li>• Any other authority delegated to the State Council within the RSL Queensland By-Laws.</li><li>• The authority to endorse nominations for submission to RSL Australia for the Japan-Australia Grassroots Exchange Program.</li></ul>	
<i>* Notwithstanding the above, Membership Certificates are automatically processed by RSL Queensland Member Services once the member has fulfilled the relevant criteria and are not presented to the Board or State Council for approval/recommendation.</i>	

Administration and Approvals	
Council (Committee) Approval	Per the Constitution (s 15 & 20)

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Membership approval	Per the Constitution (s 15 & 20)
Terms of Reference	Constitution: s 20.5
Duties / standards <sup>1</sup>	ACNC Governance Principles
Conflicts of Interest (COI) <sup>2</sup>	The Current Register is reviewed and updated (as necessary at each meeting) Conflicts should be declared at the Commencement of each Meeting. Members will determine how to deal with each conflict as it arises
Meetings /annum <sup>3</sup>	8
Members (maximum #)	10 <sup>4</sup>
Members Composition	District Presidents: Constitution (s 15 & 20.4)
Remuneration <sup>5</sup>	No
Terms	Per the Constitution (s 15 & 20.4)
Chair	Elected by SCDP Members
Chair Term in Office	3 Years
Board Chair ex officio member	Yes (with attendance of any other Board members to be with Council consent).
Removal from office	Membership dependent on being a District President.
Quorum	> ½ of membership
RSL Queensland Attendees	State Secretary, Deputy CEO, GM League Services and any others with Chair consent
Reporting to the Board	Chair: written summary and attendance at the next Board meeting. Minutes to the Portal
Minutes (access to)	Council members and Board only
Chair Absence	Elect from the members for that meeting

<sup>1</sup> Best single source set of principles as easily applied to Responsible People (Directors) AND committee members.

<sup>2</sup> Guidelines are to be confirmed to ensure consistent processes applied in dealing with COI.

<sup>3</sup> Determined by the Board. Baseline scheduled meetings only (excludes strategy sessions, AGM, and any other as required / special purpose / out of session meetings)

<sup>4</sup> Determined by the number of Districts.

<sup>5</sup> Refer Board and Committee Member Remuneration Policy

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Use of Technology for Meetings	Only with prior approval of Council
Agendas/Papers (Distribution)	5 working days in advance
Papers (Drafts Due)	8 working days prior to meeting
ToR Review & Board Approval	Biennial
Council review by the Board	Annual: Qtr. 1 for PY
Annual Workplan required	Yes
May refer items to other committees for consideration	Yes
Secretariat Support	RSL Queensland Company Secretary