



The Country Women's Association of Victoria Inc.

Committees Policy and Procedures

Version: 02.1

Responsible Person: State President

Approved by the Board on 22.01.2019

Scheduled Review Date: January 2021

Introduction

The Board of the Country Women's Association of Victoria Inc. recognises that there are times when a sub-committee can act more effectively than can the full Board.

The Board and/or the State Council of the Association may put in place standing sub-committees and ad hoc committees to engage in business that can be more efficiently transacted by such means.

Purpose

The purpose of the Committees Policy is to give direction on the policy and procedures relating to the formation of Board and State Council standing sub-committees and ad hoc committees.

Policy

The Board and the State Council have the authority to establish standing sub-committees and ad hoc committees to assist them in their work.

The number of committees will be kept to a minimum.

The Board shall clearly define the terms of reference of each committee, including their membership, roles, procedures and functions, and the boundaries of their authority.

Members of the Board and Chairpersons of Committees may from time to time recommend non-State Council members to the State President to be appointed to a committee in order to bring additional skills, experience or networks.

All members of the Association are to be explicitly invited, at least annually, to submit Expressions of Interest in serving on a State Committee to the State President. The invitation will be published in the *Victorian Countrywoman* and on the Association website.

Chairpersons of standing committees of State Council are elected in accordance with **Election of Board Members and State Council Members: Policy and Procedures**.
Chairpersons of ad hoc committees are appointed by the Board.

All committee members other than the Chairperson are appointed by the State President.

Unless explicitly empowered by the full Board, committees cannot make decisions binding on the Board.

Responsibilities

The Board is responsible for appointing, disbanding and setting the terms of reference for committees.

The Committee, under the leadership of its Chairperson, is responsible for carrying out the tasks allocated to it under its terms of reference, and detailed in the Chairperson's Role Description, and reporting on its work to the Board, the State Council, and/or the State Conference as required.

Procedures

1. Committees, whether ad hoc or standing sub-committees, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the Executive Director has specifically agreed to such delegations.
2. A printed signed copy of the confirmed minutes of each committee meeting is to be placed in the appropriate minute book folder in minute book filing cabinet in the Member Services Team Leader's office immediately following the meeting at which they were confirmed. All official correspondence is to remain at Head Office at all times.

Relevant Clauses of the Constitution:

The following clauses of the Constitution are relevant to this Committees policy:

5.1 Role and powers

(a) The business of the Association must be managed by or under the direction of a Board. ...

(c) The Board may: ...

(ii) establish subcommittees consisting of members with terms of reference it considers appropriate...

7.3 Delegation

The State Council may delegate to any committee or subcommittee any of its powers or functions, including (without limitation) committees for the following purposes:

(a) catering;

(b) creative arts;

(c) membership;

(d) ACWW International and Community Support;

(e) magazine/communications;

(f) the maintenance of the Association club;

(g) agriculture and environment;

(h) performing arts; and

(i) social issues.