



Committees Policy

Policy number	33	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
<u>Review History:</u>			
Date: 14/7/2020		By: Secretary	
Date: 21/9/2022		By: President	

INTRODUCTION

The Committee of the Gallipoli Barracks Community Centre recognises that there are times when a sub-committee can act more effectively than the full Committee.

The Committee of Gallipoli Barracks Community Centre may put in place standing subcommittees and ad hoc committees to engage in business that can be more efficiently transacted by such means.

PURPOSE

To give direction on the policy and procedures relating to the formation of Committee standing subcommittees and ad hoc committees.

POLICY

The Committee has the authority to establish standing subcommittees and ad hoc committees to assist it in its work.

The number of committees will be kept to a minimum.

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

Committees may from time to time co-opt non-committee members to serve on a committee in order to bring additional skills, experience or networks, provided that it is not inconsistent with any directions given to the committee by the executive committee.

Unless explicitly empowered by the full committee, committees cannot make binding committee decisions. For the most part, the function of committees is to solve problems for and/or make recommendations to the committee on which the latter, and only the latter, has the power to make decisions or policy. Even where power is delegated, the committee still bears responsibility.

Unless the committee determines otherwise, the President shall sit ex-officio on all committees, but may delegate their attendance to any other person.

Committees should always have regard to the achievement of the purpose of Gallipoli Barracks Community Centre in accordance with the vision and strategy determined by the committee when exercising its functions.

AUTHORISATION

Chris Jones

Committee Secretary

Date:

01/06/2023





Committees Procedure

Policy number	33	Version	2
Drafted by	President	Responsible Person	President
Approved by Committee on	10/07/2019	Review Timetable	Every 2 years
Review History:			
Date: 14/7/2020		By: Secretary	
Date: 21/9/2022		By: President	

RESPONSIBILITIES

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

The Secretary is responsible for keeping records of terms of reference of committees and for ensuring that committee minutes and papers are submitted to the committee for consideration.

The President shall sit ex-officio on all committees (unless the Executive committee determines otherwise), but may delegate their attendance to any other person.

PROCEDURES

Committees, whether ad hoc or standing sub-committees, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the President has specifically agreed to such delegations.

All committees shall submit their minutes to the Executive Committee.

All committees shall review their terms of reference annually, including their membership and the results of their work and so report to the Executive Committee.

All ad hoc committees shall be dissolved by Executive Committee resolution once they have completed their work and, if requested, have provided a written report to the Executive Committee.

AUTHORISATION

Committee President
Date: 11/6/2023