



COMMITTEES POLICY

Policy number	33	Version	1
Drafted by	K Robinson	Approved by	07/09/2019
Responsible person	K Robinson	Committee on	
		Scheduled review date	07/09/2021

INTRODUCTION

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

The Committee of Gallipoli Barracks Community Centre 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

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

POLICY

The Committee has the authority to establish standing sub-committees 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 Board when exercising its functions.

AUTHORISATION

<Signature of Committee Secretary>

<Date of approval by the Committee>

Gallipoli Barracks Community Centre



COMMITTEES PROCEDURES

Procedures number	33	Version	1
Drafted by	K Robinson	Approved by President	07/09/2019
		on	
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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 Board 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.

RELATED DOCUMENTS

- [Governance Policy](#)
- [Constitution](#)

AUTHORISATION

<Signature of President>

<Name of President>

<Date>