



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

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| St 6p | COMMITTEES, SUB COMMITTEES AND ADVISORY BODIES |
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| Applies to: Board members |
| Specific responsibility: The Board |

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| Version: 1 |
| Date approved: 9 Sept 2014 |

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| Policy context: This policy relates to | |
| Standards or other external requirements | NDIS Practice Standards |
| Legislation or other requirements | Disability Services Act |
| Contractual obligations | National Disability Insurance Agency |

POLICY STATEMENT

This policy provides direction on the formation of a Board, sub-committees or ad hoc committees and advisory bodies.

The Board may from time to time appoint committees or advisory bodies to assist the work of the Board or staff by:

- Providing management and scrutiny of specific areas of the organisation's business through delegated authority from the Board. Such committees will be established as formal Sub-Committees of the Board.
- Providing ongoing assistance with the planning or development of particular aspects of the organisation's work.
- Providing assistance in the planning and oversight of time limited projects or activities.
- Overseeing compliance with policies, procedures, and legal requirements in a detailed way on behalf of the Board. In particular, this will be in relation to risk management, contractual and legal obligations, industrial issues, employer responsibilities and financial management.
- Reporting to the Board on compliance issues. To ensure that the Board responds appropriately, any significant areas or issues will be listed separately on the meeting agenda.
- Providing advice on aspects of the organisation's work or strategic directions. Such committees will be established as advisory bodies.

PROCEDURES

Establishment of committees

The Board will determine and approve the terms of reference of any committee that is established. The terms of reference for each committee will include:

- Purpose and role
- Nature of the committee (standing Governing body Sub-committee, ad hoc Governing body Committee, ad hoc Working Group, or on-going Advisory Body)
- Life span or time frame of operation
- Membership and chairing
- Meeting frequency

- Decision making processes and inclusion of non-voting members
- Powers delegated by the Governing body and limits to authority
- Policies and procedures
- Reporting requirements
- Time frame for review of terms of reference

All members of any committee will be required to adhere to the policies and procedures of the organisation.

All members of any committee will be provided with a copy of the Conflict of Interest, Code of Ethics and Conduct, Privacy Policy and Confidentiality Policy. Members will be required to sign an agreement to abide by these policies.

Board Sub-committees

The Board will have the following Sub-committees:

Financial Sub Committee: Terms of Reference

- To create Budgets
- Life span: This Sub-committee will remain in operation until the Board resolves otherwise
- President, Treasurer and General Manager
- To meet on a needs basis (at least for Budget preparation)
- Decision making processes and inclusion of non-voting members
- The Board delegates the authority to the Financial Committee to do the following:
 - Prepare Budgets
 - Review Finances and present to Board
 - Put forward proposals
- The Financial Committee may not:
 - Make decisions on any other matter
 - Make decisions that are binding on the Board
 - Direct or delegate tasks to any staff unless the General Manager has specifically agreed to such delegations
- The Sub-committee will review its terms of reference annually, including membership and work program.

Discontinuation and dismissal of committees

Committees may only be discontinued or dismissed by formal resolution of the Board.

Ad hoc committees shall be dismissed once they have completed their work and reported to the Governing body/Management Committee.

DOCUMENTATION

| Documents related to this policy | |
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| Related policies | Conflict of Interest, Code of Ethics and Conduct, Privacy Policy Confidentiality Policy |
| Forms, record keeping or other organisational documents | |

| Policy Name: | Committees, Sub Committees & Advisory Bodies | Policy Number: | |
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| Date Approved: | March 2024 | Approved By: | Senior Management Team |
| Date Issued: | March 2024 | Review Date: | 30 June 2025 |
| Version 1.6 | This version of the policy was approved March 2024 and replaces the version approved 24 August 2023. | | |

