



## COMMITTEES POLICY

Policy number	0006	Version	01
Drafted by	Lynette Zito	Approved by	
Responsible person		Board on	
		Scheduled review	
		date	

### 1. INTRODUCTION

The Board of Village Hall Players Incorporated recognises that there are times when a sub-committee can act more effectively than can the full Board.

The Board of Village Hall Players Incorporated may put in place standing sub-committees and ad hoc committees to engage in business that can be more efficiently transacted by such means.

### 2. PURPOSE

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

### 3. POLICY

- 3.1 The Board has the authority to establish standing sub-committees and ad hoc committees to assist it in its work.
- 3.2 The Board shall clearly define the terms of reference for each committee, including their membership, roles, procedures and functions, and the boundaries of their authority.
- 3.3 Committees may from time to time co-opt non-Board 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 Board.
- 3.4 Unless explicitly empowered by the full Board, committees cannot make binding Board decisions. For the most part, the function of committees is to solve problems for and/or make recommendations to the Board on which the latter, and only the latter, has the power to make decisions or policy. Even where power is delegated, the Board still bears responsibility.
- 3.5 Committees should always have regard to the achievement of the purpose of Village Hall Players Incorporated in accordance with the vision and strategy determined by the Board when exercising its functions.

# COMMITTEES PROCEDURES

## 1. RESPONSIBILITIES

- 1.1 The Board is responsible for appointing, disbanding, and setting the terms of reference for committees.
- 1.2 The Secretary is responsible for keeping records of terms of reference of Board committees and for ensuring that committee minutes and papers are submitted to the Board for consideration.

## 2. PROCEDURES

- 2.1 Committees, whether ad hoc or standing sub-committees, cannot exercise authority over volunteers, nor shall they delegate tasks to any volunteers unless the Board has specifically agreed to such delegations.
- 2.2 All committees of the Board shall submit their minutes to the Board.
- 2.3 All committees of the Board shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.
- 2.4 All ad hoc committees shall be dissolved by Board resolution once they have completed their work and, if requested, have provided a written report to the Board.

## AUTHORISATION

Signature of Board Secretary \_\_\_\_\_

Date of approval by the Board \_\_\_\_\_

Village Hall Players Incorporated