



# Sub-Committees – Policy & Procedures

---

Version number: 01

Approved by Executive on: 20 February 2018

## Introduction

The ACT Justices of the Peace Association (the Association) is managed by a committee, known as the Executive (the Executive).

The Executive may appoint sub-committees to engage in business on behalf of the Executive.

## Purpose

The purpose of this paper is to give direction on the policy and procedures relating to the formation, work and disbanding of sub-committees.

## Policy

The Executive shall define the terms of reference of each sub-committee, including its objectives, roles, procedures and functions, and the boundaries of their authority.

Following Executive approval, a sub-committee may invite non-Association members to serve on a sub-committee to bring additional skills, experience or networks.

The function of sub-committees is to solve problems for and/or make recommendations to the Executive so the Executive can make decisions and policy.

The President may sit on any sub-committee, or may delegate attendance to any other financial member.

## Responsibilities

The Executive is responsible for setting the terms of reference for sub-committees to promote the work of the Association or to work on special projects.

The chairperson of a sub-committee is responsible for reporting regularly to the Executive and submitting final drafts to the Executive for consideration.

## Procedures

Sub-committee cannot exercise authority outside that agreed by the Executive in the terms of reference.

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

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

## Terms of Reference

The terms of reference will charge the sub-committee with responsibility to produce a specified output or product within a specified timeframe. The specified output or product may be repeated or ongoing (such as preparation of editions of *Justice Matters*, maintenance of the Association's website), etc.



Sub-committees are advisory only, and shall make recommendations to the Executive. The Executive shall not delegate its authority to manage the Association.

## **Membership**

Sub-committees should comprise at least one member of the Executive, with other interested members invited as considered desirable. Membership should be conducive to the efficient operation of the sub-committee and agreed to by the Executive.

The members of the sub-committee will elect a chairperson.

Members may be discharged from a sub-committee as agreed by the Executive.

## **Conduct of Sub-committee Meetings**

Members of a sub-committee will determine a schedule of meetings conducive to the effective achievement of the sub-committee's purpose.

The Chair shall conduct all meetings in accordance with the guidance provided in contemporary texts on this subject, and with dignity and common sense as befitting the ideals of the Association.

Each sub-committee shall report regularly to the Executive against the agreed terms of reference and the objectives contained therein.

## **Related Documents**

- Constitution
- Governance – Policy & Procedures
- Conduct of Meetings – Policy & Procedures