

## **APPENDIX 1:**

### **POLICY ON SUBCOMMITTEES AND DELEGATIONS**

This document was discussed at the February 14 2012 meeting when the report of a Delegations working group was presented. The Management Committee endorsed recommendations 2-8 in the report and agreed on a number of changes to be made to the text subsequent to the meeting. The amended version was again circulated by email to members and some further minor changes made.

This statement represents the Society's policy on delegations and supplements Rule 24 of the Constitution. (March 2012)

### ***SUBCOMMITTEES AND DELEGATIONS : POLICIES CONSISTENT WITH RULE 24***

#### **Recommendation 2**

All sub committees should be constituted on an annual basis at the first meeting of the new management committee following the AGM. (This does not prohibit the management committee from constituting new sub-committees throughout the year should the need emerge.) In making this decision, the management committee is ensuring an annual review process to decide: which subcommittees remain relevant and appropriate to the Society's needs and priorities and should be reconstituted; which subcommittees are no longer appropriate to the Society's needs and priorities and should not be reconstituted; and whether any new subcommittees should be approved to meet the current needs and priorities of the Society. Our intention is to establish a constructive balance between the obvious importance of continuity of subcommittees and leadership around core issues with opportunity for annual renewal.

#### **Recommendation 3**

Each subcommittee will have its terms of reference for the year approved by the management committee prior to the issuing of written delegations.

#### **Recommendation 4**

Subcommittees will annually appoint a convenor. The convenor will inform the management committee of subcommittee membership and other arrangements (eg collaborations with informal groupings).

(Note the constitution stipulates the delegation is to the sub-committee and that sub-committee members are to be from membership of the Glebe Society)

#### **Recommendation 5**

The Management Committee, consistent with Rule 24, issues the following general delegation to its subcommittees annually.

These delegations are issued to clarify relationships between the management committee and its subcommittees. They set out what the management committee sees as practical processes that are consistent with the Glebe Society rules and largely consistent with practice over a number of years. These delegations are not intended to become bureaucratic or legalistic straitjackets. The intention is that mutual trust, goodwill, respect and common sense continue to be the hallmark of interactions and decision making within and across all committees

The subcommittee has a general delegation to perform functions consistent with the approved terms of reference and any approved plan of action of that subcommittee within the following constraints:

- All activities of the sub-committee must be consistent with relevant existing Society policies and decisions of the management committee
- New or amended policies proposed by the subcommittee must be approved by the management committee
- Any matter of significance, or any matter likely to generate significant contention, even if covered by existing Society policy, is to be referred to the management committee for decision.
- All formal submissions to reviews, inquiries, and exhibited documents by government or other agencies must be approved by the management committee prior to submission
- All such formal submissions will issue from the Glebe Society and will be signed by President - unless specifically delegated by the President. Normally the role of the subcommittee in preparing the submission will be explicitly acknowledged in the submission.
- All written correspondence (including emails) to the Lord Mayor, Premier/ Ministers, members of parliament and CEOs of government and other agencies will be signed by the President –unless specifically delegated by the President. The President will consult with the relevant convenor in the preparation of any such correspondence.
- All other significant, formal correspondence from the subcommittee should be available to the committee for its information
- Formal meetings with the Lord Mayor, Premier/Ministers, members of parliament and CEOs of government and other agencies will be led by the President unless specifically delegated by the President. Normally the convenor of the relevant subcommittee will also be in attendance
- The President can attend meetings of and be a member of all subcommittees
- Consistent with Clause 24.4 none of the above precludes the management committee from exercising any function delegated to a subcommittee.

#### **Recommendation 6**

That Rule 23.2 relating to additional urgent management committee meetings be taken to allow committee meetings by teleconference.

#### **Recommendation 7**

That consistent with Rule 23.3, oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 24 hours before the time appointed for the holding of the meeting.

#### **Recommendation 8**

The President can authorise an out of session approval process by email communication for urgent decisions, subject to the same notification period set out in rule 23.2 (and as interpreted above) and prior specification of the nature of the business and any resolution that is to be voted on by committee members.