

COMMITTEE MEETINGS AND MANAGEMENT POLICY

Referring to a set of rules to guide meetings, structures & processes.

The Committee of an organisation has an important role to play. The Committee is a collection of individuals (Committee members) that form the 'leadership group' of an organisation. The Committee is primarily responsible for governing, overseeing the affairs of, and making strategic decisions for an organisation and on behalf of its members.

The precise role and responsibilities of a committee may vary depending on the context and circumstances of an organisation's purpose and operations. The extent and scope of a Committee's authority is set out in the organisation's constitution. Generally, a Committee will be responsible for governing and overseeing affairs of the organisation, including:

- making decisions about planning, resources, strategic direction, goals and activities of an organisation
- monitoring the performance and activities of an organisation against the organisation's legal purposes and organisation's strategic plan
- overseeing risk management for the organisation
- recruiting, overseeing and supporting the volunteers
- ensuring the sustainability of an organisation by monitoring the financial viability and finances of an organisation
- making decisions about whether or not to take disciplinary action against a member
- reporting to members and stakeholders,
- ensuring an organisation operates within the law, including maintaining its charitable status if it is a charity.

In order to properly oversee the affairs of an organisation, a Committee should consist of Committee members that possess a mix of skill sets, diversity and experiences. A skills matrix can be used to identify the skills, knowledge, experience, capabilities and diversity needed for a board to meet the current and future needs of an organisation.



The following is an example of procedures that apply to meetings held in the station including the Committee meetings. Note that Hobart FM has rules for meetings also laid out in its Constitution.

1. Notice of Committee, committee and station meetings should be two weeks unless otherwise stated in the station's constitution.
2. Where possible agendas and other papers relating to business at the meeting shall be circulated to all members.
3. Committee meetings shall include as regular agenda items:
 - Finance Reports,
 - Complaints Reports,
 - Sub-committee Reports,
 - Strategic and Operational Plan progress,
 - Volunteer reports
 - General business.
4. Minutes shall be recorded, maintained and distributed by the Secretary or Minute Secretary (or in their absence any other appropriate person). The Secretary also organizes meetings, deals with documents, mail and maintains records.
5. Minutes of any meeting of the Committee or committee shall be circulated to all members as soon as possible after that meeting, and before the scheduled date of the next meeting.
 - The minutes shall record:
 - the date, time and venue of the meeting;
 - the names of those members and officers present;
 - the name of the meeting Chair;
 - any apologies tendered;
 - any failure of a quorum;
 - a list of items considered;
 - any resolutions pertaining to those items; and
 - details of any declarations of pecuniary interest.
 - Any other matters may be recorded at the discretion of the Chair.
6. The Chair must receive and put to a vote any properly seconded motion moved by any member of the Committee, including motions dissenting from decisions by the Chair, except where specified below.

The mode of voting (show of hands, ballot, etc.) shall be as determined by the Chair from time to time. Members of the Committee may vote for any motion or may abstain. A motion shall be declared carried if a plurality of members present (that is, a majority of members present and voting) vote in its favour. In the event of an equality of votes for and against a motion, the Chair shall have a casting vote.
7. The Treasure is responsible for maintaining financial record.
8. The Public Officer receives letters and notices sent by the Corporate Affairs Commission and must file returns and notices of rule and name changes with the Commission.

RELATED DOCUMENTS/POLICIES:

- Meeting Conduct Policy
- Committee Confidentiality Policy
- Committee Dispute Resolution Policy
- Bullying Policy
- Transparency and Accountability Policy
- Electronic Data Retention and Archiving Policy
- Disciplinary Action Policy
- Sexual Harassment Policy
- Volunteer Policy
- Hobart FM Inc Constitution

AUTHORISATION

Date approved by the Committee: 17th January 2018
Review Date: January 2020

Committee President: _____
[Name]

[Signature]

Committee Secretary: _____
[Name]

[Signature]