

PEDAL POWER ACT SUB-COMMITTEES AND WORKING GROUPS POLICY

Approved by Board on: March 22, 2016

Scheduled review date: February 2017

INTRODUCTION

The Board of Pedal Power ACT acknowledges that there are times when a Board sub-committee can work more effectively and specifically on a designated task than the entire Board.

The Board of Pedal Power ACT may be required to initiate interim or permanent sub-committees to engage in Board business as a means to enhance operational efficiency.

Pedal Power ACT activities may often require a group of members (not necessarily board members) to work together to achieve an objective or a group of objectives. In these instances, an informal working group, sub-committee or other group may be formed.

PURPOSE

Sub-committees and informal working groups provide direction on policy and procedures relating to Pedal Power ACT's approved activities, or future activities.

POLICY

The Board has the authority to establish permanent sub-committees, interim sub-committees and working groups to assist in its mandate.

Terms of Reference of each sub-committee or working group, in which membership, roles, procedures and functions, reporting, and the boundaries of authority within each group are clearly defined, must be approved by the Board.

The focus of all sub-committees and working groups, and the roles and actions of their members, must reflect the purpose, vision and strategies of Pedal Power ACT.

The President and Secretary are ex-officio members of all sub-committees and teams. As such, they need not attend all meetings but must be kept informed.

Sub-committees and working groups may also seek advice and assistance from non-Pedal Power ACT members as appropriate, and may co-opt non-Board members to bring additional skills, experience or networks, provided that the input does not conflict with any directions given to the sub-committee by the Board.

Sub-committees:

- primary function is to solve problems for and/or make recommendations to the Board. As such, unless explicitly empowered by the Board, sub-committees cannot make binding Board decisions. Even when power is delegated, the Board has the responsibility for the decision
- must include a Board member
- usually include the Executive Officer or his/her nominee
- the Board defines the Executive Officer/nominee's role on the committee
- must keep the Board and the EO informed of current and proposed activities

Informal working groups:

- may develop their own protocols and practices
- are subject to any Board directions that the Board considers appropriate
- may include the Executive Officer or his/her nominee
- the Board defines the EO/nominees's role on the working group

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Secretary, Pedal Power ACT

Date:

PEDAL POWER SUB-COMMITTEES AND WORKING GROUPS PROCEDURES

Approved by EO on:

Scheduled review date:

RESPONSIBILITIES

Board is responsible for appointing, approving the Terms of Reference for, and disbanding Board sub-committees and working groups.

The Secretary is responsible for ensuring that the records of the Terms of Reference of Board sub-committees and working groups are kept safely, and made available to members of the Board. The Secretary is responsible for ensuring that sub-committee minutes and papers are submitted to the Board for consideration.

PROCEDURES

- All sub-committees and working parties are bound by Pedal Power ACT Rules.
- Sub-committees and working parties must act within the limitations of authority or constraints as set out in their Terms of Reference.
- Sub-committees, and informal working groups, whether interim or permanent, cannot exercise authority over staff, nor can they delegate tasks to any staff unless the EO has specifically agreed to such delegations.
- Sub-committees and working parties shall report to the Board.
- All sub-committees and working parties may provide recommendations for action. The Board is to consider and respond promptly to such recommendations, as requested by that sub-committee or working group.
- Sub-committees and working groups are required to review their terms of reference annually, including membership, and make recommendations to Board on any changes to these terms. Interim sub-committees and working groups shall be dissolved by Board resolution once they have completed their work and, if requested, have provided a written report to Board.
- Informal working groups may develop their own protocols and practices but are subject to any Board directions that the Board considers appropriate. Informal working groups must provide information to the Board as requested.

RELATED DOCUMENTS

- Pedal Power ACT Governance Policy and Procedures
- Pedal Power ACT Delegations and Authorisations Schedule
- Pedal Power ACT Inc Rules (adopted 26 Feb 2013)
- Guidelines for preparing Terms of Reference for Pedal Power ACT Sub-committees and Working Groups

AUTHORISATION

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Date:

Executive Officer, Pedal Power ACT