

Terms of Reference for Pedal Power Governance Sub-Committee

Approved in principle by Council on: Dec 7, 2015

Scheduled review date: February 2017

Role or Purpose

To establish governance policy and procedures and other documents to guide the overall direction, effectiveness, supervision and accountability of Pedal Power ACT, and to ensure it complies with its legal, financial and ethical obligations.

Membership and Chair

Chair: President, or Presidential appointee

Membership:

EO, councillors and interested members

Proposed: another Board member, a skilled document writer

Frequency of meetings

As decided by the Sub-Committee

Record of meeting and reporting

Minute taker to be appointed at the start of each meeting. Minutes of each meeting to be provided to next Board meeting. Chair to provide oral reports to be made to each Board meeting.

Procedures

- Initially an audit of policies, procedures, terms of reference, memoranda of understanding, guidelines and other governance documents to be made
- Establish which documents are required to improve the functioning of Pedal Power ACT, and ensure they are written
- Brings all new documents to the attention of the Board, and seeks endorsement of those pertaining to the Boards responsibilities
- Arrange for documents to be secured stored and publicly available, or if deemed inappropriate for this, to be easily available to those who need them e.g. Board, EO, staff
- Establish a mechanism for regular review and updating of governance documentation and compliance, and arrange for this to be implemented

Limitations of authority or constraints

All governance structures to be within the constraints of the Pedal Power Rules (26 Feb 2013)

All new policies need to be endorsed by the Board