

Guidelines for preparing Terms of Reference (ToR) for Pedal Power ACT (PP) Sub-Committees and Working Groups

Tabled at Council on: first 7/12/15

Updated: 5/4/2016

(to align with PP Sub-Committees and Working Groups Policy)

Scheduled review date: February 2017

NB PP Sub-Committees and Working Groups Policy states *“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”* and *“... 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”*

Name of group

Considerations: Name should reflect role and status e.g. Membership Services Sub-committee, Document Management Working Party

Role or Purpose

Considerations: In broad terms, what is the reason for the group; what does it's work aim to achieve? e.g. review present status of , evaluate effectiveness of, and make recommendation to the Board on improvements to

Membership and Chair

NB Rule 42: *“The President and Secretary are ex-officio members of all sub-committees and teams”* and in Policy *“However they need not attend all meetings but must be kept informed”*

Membership considerations: Who can be a member? e.g. EO, Board members, staff, co-opted PP members, co-opted non-Pedal Power members etc? Who can co-opt members?

Number of members?

Chair considerations: If the Chair is to be an officer of the Board it should have this designated e.g. Treasurer should be Chair of Financial Management Committee

Frequency of meetings

Considerations: eg two monthly, ad hoc, as decided by the Board, as decided by the group, as requested by the EO

Recording of meeting/minutes

Considerations: Who will record and circulate? To whom? Circulated by when?

Reporting mechanism

Considerations: How will reports be made to the Board? Oral or written reports? By whom? How frequently?

Procedures, functions or modus operandi

Considerations: Can outcomes be specified, and what are the measures? What is the scope of operation of the group e.g. document the existing procedures, make recommendations, assist staff etc? Does the group have a limited life e.g. until an outcome is achieved? Does it change roles e.g. monitoring, reviewing after a recommendation is made?

Limitations of authority or constraints

Considerations: Specify limits to the group's authority i.e. are they advisory only? Specify when the group can make decisions or take action without the specific approval of Council.

Any delegations of the Board to sub-committees must be recorded in the ToR.

RELATED DOCUMENTS:

- Pedal Power ACT Sub-Committees and Working Groups Policy and Procedures