



## COMMITTEES POLICY

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|--------------------|-------------|-----------------------|----------------|
| Policy number      | CP002       | Version               | Version 1      |
| Drafted by         | Jamie Taafe | Approved by Board on  | 27 June 2015   |
| Responsible person | CoB         | Scheduled review date | 1 January 2017 |

### INTRODUCTION

The Board of Victorian Tenpin Bowling Association Inc. (hereafter "TBAV") recognises that there are times when a sub-committee can act more effectively than can the full Board.

The Board of TBAV may put in place standing sub-committees and ad hoc committees to engage in business that can be more efficiently transacted by such means.

### PURPOSE

To give direction on the policy and procedures relating to the formation of Board standing sub-committees and ad hoc committees.

### POLICY

The Board has the authority to establish standing sub-committees and ad hoc committees to assist it in its work.

The number of committees will be kept to a minimum.

The Board shall clearly define the terms of reference of each committee, including their membership, roles, procedures and functions, duration and the boundaries of their authority.

Boards may from time to time co-opt non-Board members to serve on a committee in order to bring additional skills, experience or networks.

Unless explicitly empowered by the full Board, committees cannot make binding Board decisions. For the most part, the function of committees is to solve problems for and/or make recommendations to the Board on which the latter, and only the latter, has the power to make decisions or policy.

The State Manager (Operations & Strategy) shall sit ex-officio on Board committees as nominated by the Board, but may delegate their attendance to another appropriate person.

### AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Secretary of the Board

Date of approval by the Board:

27 June 2015



## COMMITTEES PROCEDURES

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|--------------------|-------------|-----------------------|----------------|
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### RESPONSIBILITIES

The Board is responsible for appointing, disbanding, and setting the terms of reference for committees.

The Secretary is responsible for keeping records of terms of reference of Board committees and for ensuring that committee minutes and papers are submitted to the Board for consideration.

The State Manager (Operations & Strategy) shall sit ex-officio on all Board committees, but may delegate their attendance to any other person.

### PROCEDURES

Committees, whether ad hoc or standing sub-committees, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the State Manager (Operations & Strategy) has specifically agreed to such delegations.

All committees of the Board shall submit their minutes to the Board.

All committees of the Board shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.

All ad hoc committees shall be dissolved by Board resolution once they have completed their work and, if requested, have provided a written report to the Board.

### RELATED DOCUMENTS

- Governance Policy
- Constitution

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Chairman of the Board

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Secretary of the Board

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