

COMMITTEE POLICY



POLICY BACKGROUND

The Board of First Nations Media Australia recognises that there are times when a smaller group, with a specific task, can act more effectively than can the full Board. In such cases the Board may choose to appoint a Committee (or Working Group, or Taskforce or Subcommittee). For the purposes of this document all Groups will be referred to as Committees.

PURPOSE (*Why do we need a Committee?*)

As the Board of Management determines from time to time that it does not have the resource or expertise to deal with specific issues, responsibility for such issues may be delegated to smaller groups, these being Committees. It is essential, for the viability of the Committee and the Organisation, that the roles and responsibilities of the Committee are clearly articulated.

SCOPE (*Who the policy affects*)

This Policy applies to the Board of First Nations Media Australia.

POLICY OBJECTIVE

To ensure the groups set up by the Board of First Nations Media Australia operate effectively.

POLICY STATEMENT

The First Nations Media Australia Board will, from time to time, form Committees, only in response to its own work.

CONDITIONS FOR THE CREATION OF COMMITTEES

- The Board may from time to time co-opt non-Board members to serve on Committees in order to bring additional skills, experience or networks to the Group.
- Committees cannot exercise authority over staff nor shall they delegate tasks to any staff unless the Chairperson has specifically agreed to such delegations.
- All Committees shall be dissolved by Board resolution once they have completed their work and, if requested, have provided a written report to the Board.
- All Committees shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.
- Unless explicitly empowered by the full Board, Committees cannot make binding Board decisions. For the most part the function of the Committee 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 Manager is ex-officio on all Board Committees.
- The Board shall outline the resources available to the Committees.
- The Board, may, if it sees fit, dissolve a Committee or Taskforce, without notice.¹

¹ This section adapted from ourcommunity.org.au Committee Policy



PROCEDURE

The Board shall pass a resolution for the creation of a Committee defining the Terms of Reference as follows:

- Title of Committee
- Membership makeup
- Role of Committee
- Procedures and functions
- Delegations of authority
- Reporting requirements
- Proposed outcomes
- Date of cessation of Committee
- Other information as required.

RESPONSIBILITIES

It shall be the responsibility of the Board to resolve to create a Committee.

RESOURCES & BACKGROUND DOCUMENTS

This document has been adapted from www.ourcommunity.org.au Committee Policy

APPENDICES AND ABBREVIATIONS

ex-officio – holds position by virtue of staffing position