



WOODGROUP SA INC Sub Committees Polic/Guidelines for Operating.

www.woodgroupsa.org.au

Introduction

Most associations establish sub-committees for the specific planning or management tasks of the association. A sub-committee is one that has a specific duty; this can be for a prescribed period of time or ongoing.

Small groups are a good way to get the work of the main group done. They can:

- reduce overwork and burnout in very active members
- ensure better use of members skills and expertise
- share power and responsibility
- give opportunities for training and skill development
- provide new challenges
- allows the organisation to co-opt people with new ideas, energy, knowledge or expertise
- share the “dirty” work
- make it easier for individuals to participate
- give opportunities for groups to work together

The association, through the Executive Committee, should develop policy and procedural guidelines on how a sub-committee will operate. These guidelines should be recorded and issued to all sub committees. Sub-committees usually have between three and seven members. That small number of people can do in-depth work on particular issues and present plans and/or recommendations to the management of the organisation.

Woodgroup SA Inc. and its sub-committees

Sub-committees have delegated authority and are fully accountable to the Woodgroup SA Inc., Executive Committee. Each sub-committee must operate within the terms of reference or rules set for it. Sometimes a sub-committee may write its own rules but these must be considered and endorsed by Woodgroup SA Inc Executive Committee before the sub-committee begins its work.

Definition – “sub committee” means two or more people appointed for a specific purpose and includes a single person appointed to a designated position.

A sub-committee is answerable to the Woodgroup SA Inc, Executive Committee which

- will appoint the sub committee and nominate the chairperson from within those people appointed to it. He/she shall establish the meeting times and places for that subcommittee and
- may remove any person/s from the subcommittee or the subcommittee itself where actions are contrary to the purpose of the subcommittee or detrimentally affect the interests of Woodgroup SA Inc.

A sub-committee must

- operate within the constitution and by laws of Woodgroup SA.
 - conform to the guidelines issued by the Executive Committee for that sub-committee
 - report regularly, in writing, to the Executive Committee keeping it informed on the sub committee's progress, and achieved outcomes
 - ensure that all financial transactions are recorded and processed through Woodgroup SA's Financial Accounts using existing financial systems and banking arrangements as directed by the Treasurer of Woodgroup SA Inc.
- When a sub committee is empowered to raise funds and set appropriate fees it shall not enter into any arrangement that commits or obligates Woodgroup SA Inc beyond the current fiscal year without prior approval of the Executive Committee.

The Executive Committee must

- take an active role in ensuing regular and open communication as it is ultimately accountable for the actions of each sub-committee
- be familiar with the work of any sub-committee

Board members must

- accept responsibility in helping recruit members to sub committees.

Presidents Role in sub-committees

At his/her discretion and as he/she sees appropriate the Woodgroup SA Inc President, or his/her delegate, may be a member of any sub committee. His/her secondment to a sub committee is automatic.

Insurance

Woodgroup SA Inc. Public Liability insurance extends to any sub committee properly convened by the Executive Committee.