

Mount Beauty & District Men's Shed

Subcommittee Policy

1.0 Purpose

Subcommittees are formed so that a small group of Shed members can focus on a specific area of management on an ongoing basis (standing subcommittee) or on an add hock basis to perform a specific short-term task (non-standing subcommittee).

2.0 Appointment of Subcommittees

- 2.1 The general committee has the authority to appoint all members of all subcommittees, including both committee and non-committee members.
- 2.2 All subcommittees should have at least 3 members.
- 2.3 All subcommittees must have at least one committee member.
- 2.4 All non-committee members of subcommittees must be Shed members.
- 2.5 Non committee Shed members, who may have expertise and/or experience in a particular area, are encouraged to join a subcommittee focusing on that area.
- 2.6 The general committee has the authority to appoint the convenor of all subcommittees.
- 2.7 The convenor of all subcommittees must to be a committee member.
- 2.8 The general committee has the authority to disband or replace any subcommittee at any time including the convenor and/or members.,
- 2.9 The Shed President is an ex-officio member of all subcommittees.

3.0 Subcommittee terms of reference

- 3.1 The general committee has the authority to set out the terms of reference for all subcommittees.
- 3.2 The terms of reference are guidelines that clarify the role, purpose and responsibilities of all subcommittees.
- 3.3 The terms of reference, and the names of all subcommittee members, should be made known to all Shed members.

4.0 General Principles for all Subcommittees.

- 4.1 Subcommittees must work within their terms of reference and must not stray into areas outside their terms of reference
- 4.2 Subcommittees are not decision-making bodies but make recommendations to the general committee for resolution.
- 4.3 Subcommittees must keep the general committee informed via progress reports to the monthly committee meeting.
- 4.4 The subcommittee convenor has the responsibility of calling meetings, setting agenda and chairing the meetings.
- 4.5 A record of all subcommittee meetings should be kept and made available to the general committee on request.
- 4.6 All subcommittees must comply with the Sheds "Purchasing Policy" unless specific financial arrangements have been agreed to by the general committee.

- 5.0 **Approved** May 2021
Reviewed In 3 years - May 2024