

COMMITTEES POLICY

Policy number	ADMPOLO26	Version	V.020117
Drafted by	J Rakadrudru	Board approval date	
Responsible person	M Usumaki	Scheduled review date	31/01/2020

INTRODUCTION

The Board of Harbour City Harvest Church (the church) recognises that there are times when a sub-committee can act more effectively than can the full Board.

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

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, and the boundaries of their authority.

Committees may from time to time co-opt non-Board members to serve on a committee in order to bring additional skills, experience or networks, provided that it is not inconsistent with any directions given to the committee by the Board.

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. Even where power is delegated, the Board still bears responsibility.

Unless the Board determines otherwise, the CEO shall sit ex-officio on all Board committees, but may delegate their attendance to any other person.

Committees should always have regard to the achievement of the purpose of the church in accordance with the vision and strategy determined by the Board when exercising its functions.

PURPOSE

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

SCOPE

The Board Committees policy applies to the Board of Directors and any external resources hired by the board.

HARBOUR CITY HARVEST CHURCH BY-LAWS

ABN: 83 894 491 228
[NSW, AUSTRALIA]

POLICY

- The Board of Directors shall create such standing committees and *ad hoc* committees as it deems necessary and appropriate to fulfil its m a n d a t e .
- The Board of Directors shall appoint an audit committee to provide oversight on financial and internal control processes. The audit committee shall deal directly with the church’s external auditors in the performance of its d u t i e s .
- All board committees shall have a board-approved terms of reference or standing orders.
- All active standing committees and *ad hoc* committees shall report to the board regularly on activities and the fulfilment of their m a n d a t e .
- All committees shall make recommendations to the board for decisions, which must be validated by a resolution of the board before it has the force of a board d e c i s i o n .
- A board committee may require particular expertise in the performance of its duties and may hire whatever resources it believes are necessary to perform its duties. Such additional persons must sign a confidentiality agreement and a declaration of conflict of interest.

AUTHORISATION

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Chairman

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Date

HARBOUR CITY HARVEST CHURCH INC.

COMMITTEES PROCEDURES

Procedures number	ADMPRO026	Version	V.020117
Drafted by	J Rakadrudru	Board approval date	
Responsible person	M Usumaki	Scheduled review date	31/01/2020

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 CEO shall sit ex-officio on all Board committees (unless the Board determines otherwise), 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 CEO 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.

CONSTITUTING A COMMITTEE

- From time to time, the Board of Directors may deem it advisable to create a board committee to assist it with its work. A board committee is constituted by resolution of the board.
- As soon as a committee is created, the board will consider and approve the terms of reference or standing orders for the committee. The terms of reference or standing orders will include:
 - Overall purpose of the committee
 - Composition, including proportion of independent directors and special background and expertise
 - Quorum of the committee
 - Expected term of the committee (if *ad hoc*)
 - Expected term of committee members
 - Means of selecting the Chair of the committee (appointed by board or chosen by committee members)
 - Detailed responsibilities and duties
 - Definitions or other clarifications
- The board will then identify a number of their members who fit the criteria for committee

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members and invite them to participate in the board committee .

- At the first meeting of the committee, the committee shall select a committee Chair who will be responsible to report back to the board on the work of the committee and to lay before them any recommendations of the committee.

BOARD COMMITTEE PROCEDURES

- The Chair of the board committee is responsible to schedule committee meetings and set agendas for those meetings as well as chair the meetings .
- Board committees report regularly to the board. The committee Chair's report to the board constitutes a record of the committee's activities .
- If the committee or the committee Chair believes that further documentation of the committee's activities are advisable, the committee may minute their meetings and submit these minutes to the board Secretary. The board-accepted committee report continues to represent the official record of the committee's activities and the minutes are treated as supplemental information .
- The board committee report to the board should include:
 - Dates of all meetings held
 - The existence of quorum at each meeting
 - A summary of activities undertaken, and
 - Any recommendations from the committee to the board that the committee would like a board decision on
 - From time to time, members will withdraw from the committee either because their term on the committee is complete, or their term as a Head of Department is up. New committee members may be suggested by the committee or its chair, but the appointment of new committee members is in the purview of the board and requires a board resolution.

DISSOLUTION OF A COMMITTEE

- When the mandate of an *ad hoc* committee has been fulfilled, the committee chair may recommend the dissolution of the committee. The board passes a resolution dissolving it.

ATTACHMENTS

- Attachment A – Board Sub-Committee Terms of Reference or Standing Orders

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ATTACHMENT A

FINANCE COMMITTEE TERMS OF REFERENCE OR STANDING ORDERS

BOARD COMMITTEE THE TERMS OF REFERENCE OR STANDING ORDERS	
Committee Name: <i>Finance Committee</i>	
Composition: <i>The Finance Committee of the Board is comprised of no fewer than 3 and no more than 5 members. Members of this committee must be members with responsibilities within the church.</i>	
Quorum: <i>Quorum will be constituted by 50% of the members of the committee</i>	
Committee Term: <i>Standing Committee</i>	Member Term: <i>1 year</i>
Chair: <i>Selected by simple majority vote of the committee members</i>	
Committee Mandate: <i>The Finance Committee is responsible for researching and making recommendations to the Board of Directors on the best way to raise funds to finance a specific project or to support a long-term goal, such as a Building Fund. The committee is expected to recommend and co-ordinate programs at least twice a year, while working closely with the Finance Department in seeking to fund Capital Projects. The Committee is responsible for satisfying all reporting requirements of funding authorities and/or members if this is more than the standard end of year financial reports of the church provided by Finance.</i>	
Definitions: <i>“Finance” for purposes of this committee will mean all forms of financial transactions, capital and operational projects/activities requiring monetary outlays.</i> <i>“Research” for purposes of this committee will mean comparison between financiers, whether private, municipal, state or federal and the analytical selection of the most suitable programs that will help the church meet its objectives.</i>	
Detailed Responsibilities and Duties: <ol style="list-style-type: none"><i>The Finance Committee is expected to meet a minimum of twice per year and more frequently as required.</i><i>Recommendations will be made to the Board of Directors for their discussion and approval before the fourth calendar quarter of each fiscal year to accommodate budget cycles.</i><i>The Committee shall have the authority to engage external consultants in the pursuit of their mandate.</i><i>The Treasurer shall provide such support to this committee as they require and will attend meetings if requested by the committee Chair.</i><i>The Committee shall have authority to spend any budgetary allocation as they see fit as long as they are within their agreed terms and minuted. All else, church disbursement rules apply.</i><i>Committees may not delegate their duties to other members of the church.</i><i>Committees may not operate their own banking accounts.</i>	

AUTHORISATION

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Chairman

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Date