

SUB-COMMITTEE, WORKING GROUP AND PROJECT TEAM POLICY

Samford & Districts Progress & Protection Association (Samford Progress)

Version	1.0	Date approved by Management Committee	10 September 2024
Responsible person	Leah Hudson (President)	Scheduled review date	10 September 2027

1. INTRODUCTION

1.1. Samford Progress undertakes a range of community activities, largely through the efforts of members, volunteers and staff. The Samford Progress Management Committee (the Management Committee) recognises the importance of ensuring that the activities and other undertakings of Samford Progress, its sub-committees, working groups and project teams are conducted ethically; meet the purpose and intent of Samford Progress; and are underpinned by an appropriate governance framework. The purpose of this policy document is to outline the Samford Progress' minimum requirements over the lifecycle of these groups, serving both as a guide and a reminder. When we support our foundation with strong governance, we free ourselves to focus more on our outcomes and/or activity, and in turn enhance the impact of our collective efforts.

2. POLICY POSITION

2.1 The work of sub-committees, working groups or project teams established in Samford Progress must align with its objects and the expectations of its members. To facilitate this, these contributors will operate as part of Samford Progress and be formally 'authorised' by the Management Committee. This authorisation is provided until such time as it is amended or withdrawn by the Management Committee.

3. DEFINITIONS

3.1 A sub-committee, working group or project team means a group, drawn from Samford Progress' membership, which has been conditionally approved by the Management Committee to operate under the banner of the legal entity known as the Samford & Districts Progress & Protection Association (Samford Progress). Sub-committees, working groups and project teams are supported internally as part of Samford Progress, i.e. they are not 'sponsored' or 'auspiced'.

3.2 **Objects** of Samford Progress means the 'Objects' as stated in the Samford & Districts Progress & Protection Association Constitution that set out the purpose and range of activities of the association.

3.3 A **sub-committee** is created to address a specific function or area of interest for Samford Progress that would not be taken on by the Management Committee as a whole. A sub-committee typically operates over the longer-term and has an authorised budget and where needed, a bank account with a Chair, a Secretary and a Treasurer unless otherwise agreed by the Management Committee. Other appointments can be made within the sub-committee as deemed necessary.

3.4 A **working group** is similar to a sub-committee but is created to focus on a particular proposal or event that impacts Samford and wider Districts. A working group often exists for a specific period while the matter remains relevant or of interest to Samford Progress and may have an authorised budget. A working group has a Chair but does not normally require a Secretary or a Treasurer. While a working group may be allocated a budget, it will not operate its own bank account.

3.5 A **project team** is created to focus on an activity or a task that has a specific purpose and anticipated outcome to be achieved within a prescribed timeframe and/or budget. A project team is unlikely to have its own budget unless the nature of the project warrants an allocation of funds. A

project team has a Chair but does not normally require a Secretary or Treasurer. While a project team may be allocated a budget, it will not operate its own bank account.

3.6 **Leadership team** is taken to include the Chair and/or Secretary and/or Treasurer, where appointed.

3.7 **Samford Progress membership** comprises ordinary, life and honorary members who meet the requirements of the Samford & Districts Progress & Protection Association Constitution. Being a member of a sub-committee, working party or project team requires that the group primarily includes members of Samford Progress in either category, noting that honorary members cannot:

(i) vote on any decisions proposed at the monthly or annual general meetings;

(ii) act or be appointed as a member, Chair, Secretary or Treasurer of any committee, working party of project team; or

(iii) speak on behalf of a *sub-committee, working group or project team* or the wider Samford Progress.

3.7 **Samford Progress Event volunteers** include any person who is not a member of Samford Progress who is providing their assistance, as agreed by a Samford Progress event coordinator, for a specific event or activity being hosted or organised by Samford Progress. This event may be organised by a sub-committee, working group or project team. These volunteers may include interested people who are precluded from membership of Samford Progress by virtue of their residential address.

4. APPLICATION

4.1 This policy applies to all new and existing sub-committees, working groups and project teams within Samford Progress.

5. POLICY REQUIREMENTS

5.1 Establishment

5.11 The process for establishing (or renewing) a sub-committee, working group or project team is outlined in **Appendix 1** of this policy. As part of this process, the purpose and outcomes to be achieved by a sub-committee, working group or project team will be determined and agreed at the time a proposal is assessed by the Management Committee and/or the general membership of Samford Progress.

5.12 The scope of activities undertaken by a sub-committee, a working group or project team must be in line with the requirements of the Samford & Districts Progress & Protection Association's Constitution, by-laws (where applicable), policies, procedures and related agenda, as communicated through the Management Committee to the membership and broader community. Activities not complying with these requirements are out-of-scope and therefore not considered as authorised.

5.13 At the time of establishment, or as soon as possible after release of this policy, the Samford Progress' Secretary (or other Management Committee member) will provide the appointed Chair an introduction to Samford Progress, its governance framework, its policies, and any other relevant procedures. The incoming Chair is to confirm they have read and understood the policies and procedures (as applicable) provided to them, by signing the *Pledge* at **Appendix 2** of this policy.

5.14 Samford Progress will not undertake any official character or criminal checks for members nominated to a sub-committee or working group.

5.2 Membership

5.21 In addition to the definitions regarding membership of a sub-committee, working party or project team and related event volunteers, membership of these groups is explained below.

5.22 A proposed sub-committee, working group or project team Chair is to be nominated to the Management Committee for approval. The Chair may delegate their responsibilities to another paid-up member in their absence up to a period of not more than one month, without approval from the Management Committee. A sub-committee may have a member of the Management Committee in its membership.

5.23 A fair and transparent selection process is to be implemented to ensure the most suitable individuals are chosen to undertake the operations of a sub-committee, working group or project team and represent Samford Progress. Members will be recruited based on their expertise or interest in the matter for which the committee/group/team has been established, and in a manner that ensures a diversity of knowledge that reflects Samford Progress' objects.

5.24 Where personnel volunteering in support of a sub-committee, working group or project team cannot be a member of Samford Progress their membership will be reviewed by the Management Committee on a case by case basis.

5.3 Tenure and Resignation

5.31 The Chair of a sub-committee, working group or project team shall not be removed from that appointment except by resolution of the Management Committee. Any member may voluntarily resign from their position or membership of a sub-committee, working group or project team, or from Samford Progress.

5.4 Co-opting Specialist Advice and Expertise

5.41 A Chair is authorised to seek specialist advice and expertise from external parties. However, before any prospective invitation is extended to these parties, thorough consideration needs to be given to any associated impacts or risks (actual or perceived) to Samford Progress with such an invitation. Examples of common risk areas include financial, reputational, and/or legal risks.

5.42 Prior to any formal invitation to an external service to provide a service or goods, the Chair must provide a proposal to the Management Committee for consideration, including a clear indication of any resourcing needs e.g. fees, as well as associated impacts or risks that have been considered. The Chair must also declare any potential personal conflicts-of-interest or benefits they may receive from securing this service or goods.

5.43 The Chair is to ensure any externally engaged parties (not included in the leadership team) are aware of, and comply with, to the extent within the Chair's control, their responsibilities outlined in Samford Progress' **Code of Conduct**.

5.5 Finance

5.51 Budget proposals endorsed by the Management Committee for events/activities organised by a sub-committee, working group or project team must include a reasonable estimation of anticipated income and expenses.

5.52 Seeking external funds such as grants, sponsorships, or requests for donations in support of a sub-committee, working group or project team activity must only be done through the Management Committee. Any relevant applications must be in the name of Samford & Districts Progress & Protection Association (Samford Progress), while still clearly identifying the sub-committee, working group or project team for whom those funds are sought.

5.53 Any external funds obtained shall be managed by Samford Progress as the governing body, for subsequent allocation to the particular sub-committee, working group or project team event or purpose.

5.54 Samford Progress does not take responsibility for any expenditure incurred by a sub-committee or working group or its members which has not been ratified through the Management Committee or a General Meeting, depending on the amount of funds proposed.

5.55 Financial procedures applicable to a sub-committee, working group or project team are at **Appendix 3**.

5.6 Reporting to Samford Progress Members

5.61 The Chair or their delegate of a sub-committee, working group or project team should be prepared to provide a short update on the group's activities for presentation at the Samford Progress General Meeting each month. The report should be emailed to admin@samfordprogress.com.au no later than three (3) days prior to a general meeting.

5.62 The Management Committee welcomes the attendance of a representative of any sub-committee, working group or project team at a monthly Management Committee meeting, by prior arrangement via email to secretary@samfordprogrees.com.au. Where a matter of some depth or complexity develops, a member of the Management Committee should be notified as soon as practicable so that the matter can be addressed with the Management Committee.

5.7 Meetings and Process

5.71 The Chair is responsible for setting sub-committee, working group or project team meeting agendas as required, ensuring adequate time for reading and preparation by the group's membership.

5.72 Key discussions and decision points raised or made by a sub-committee, working group or project team should be included in the monthly report for presentation to the monthly General Meeting.

5.73 A quorum for each meeting is three (3) members, and one (1) of these must be the Chair and/or Secretary/Treasurer (where appointed) or the Chair's delegate.

5.8 Insurance Cover

5.81 All approved events and personnel engaged in sub-committee, working group or project team activities are covered by the Samford Progress' insurance policy, where that engagement is legitimate and undertaken with the knowledge of the leadership team and in accordance with the group's approved purpose. The Management Committee will annually review Samford Progress' insurance to ensure adequate and relevant cover is provided.

5.82 Members and volunteers associated with a sub-committee, working group or project team can access Samford Progress' relevant insurance policy by emailing secretary@samfordprogress.com.au.

5.9 Intellectual property

5.91 Samford Progress owns the intellectual property generated by the intellectual and creative efforts of its sub-committees, working groups and projects teams. Samford Progress will acknowledge the contribution of sub-committee, working group or project team members to its outputs as appropriate (e.g. by listing names as 'contributors' within relevant documents).

5.10 Disbandment

5.101 The Management Committee may, in consultation with the Chair and other members as appropriate, discontinue Samford Progress support for a sub-committee, working group or project team by withdrawing (or not renewing) its authorisation. For example, one of these groups may be disbanded after completing its contribution, or when its circumstances change or it is no longer required. The sub-committee, working group or project team may also seek to disband itself; in such cases the Chair should advise the Management Committee of their intentions as soon as possible.

5.102 Upon disbandment, Samford Progress equipment, goods or accrued funds in a sub-committee bank account or residual budgeted funds for a working group or project team will remain the funds of Samford Progress. Once all liabilities have been met from the operations of the sub-committee, working group or project team, the Management Committee will determine future use of these Samford Progress funds.

6. KEY RELATED DOCUMENTS

- Constitution of the Samford & Districts Progress & Protection Association Inc.
- Financial Management Policy
- Code of Conduct
- Grievance Policies (Internal and External)

7. APPENDICES

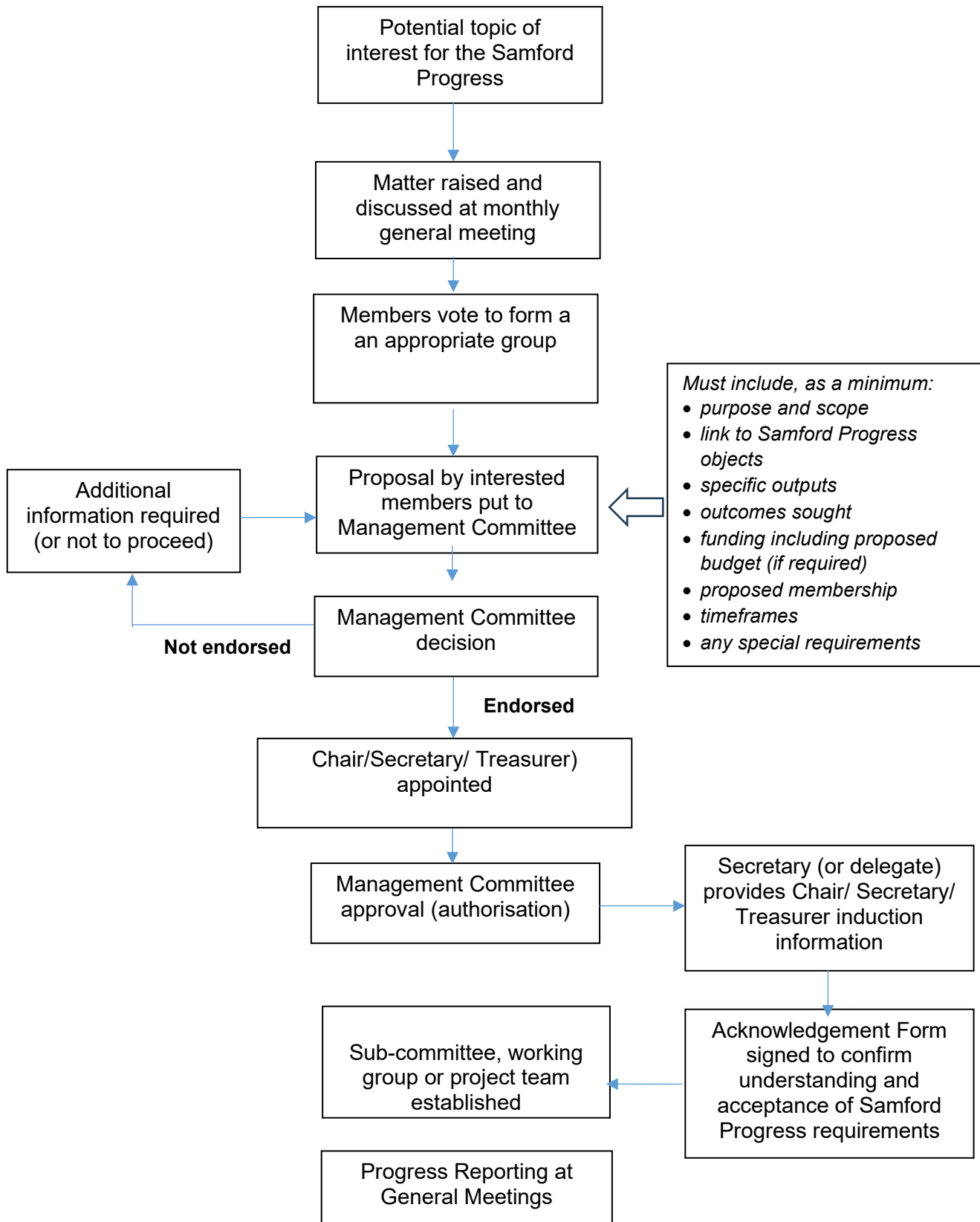
Appendix 1 – Process for establishing a Samford Progress sub-committee, working group or project team

Appendix 2 – Pledge for Samford Progress sub-committee, working group or project team
Chair

Appendix 3 – Financial procedures for a Samford Progress sub-committee, working group or project team

APPENDIX 1

Process for establishing a Samford Progress sub-committee, working group or project team



APPENDIX 2

Samford Progress Sub-committee, Working Group or Project Team Chair Pledge

I, _____, recognising the important responsibility I am undertaking as a member of the Samford and Districts Progress and Protection Association (Samford Progress), hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my approved role (Chair of _____).

I have read and understood the obligations contained within the **Sub-committee ,Working Group and Project Team Policy** and have had the opportunity to ask questions about any of the material set out in that policy during the induction process provided by the Samford Progress Secretary (or delegate).

I acknowledge that my primary role is to contribute to realising the Samford Progress' Objects and carry out the functions assigned to me in accordance with the Constitution of the Samford Progress or any other legitimate direction.

I will exercise the duties and responsibilities of this office with the utmost of integrity. I pledge to:

- Read all policies relevant to the Samford Progress and accept that as a member of the Samford Progress I am bound by these in the fulfilment of my role.
- Actively participate in relevant Samford Progress meetings, functions, training and planning as relevant to my position.
- Always act in the best interests of the Samford Progress.
- Represent the Samford Progress in a supportive manner at all times in all places.
- Display courteous conduct in all dealings related to the Samford Progress.
- Avoid conflicts of interest between my role in the Samford Progress and my personal life. Should such a conflict arise, I will inform the Management Committee of the issue.
- Support all actions taken by the Management Committee positively, even if I am in a minority position on a matter.

Signed: _____

Date: _____

APPENDIX 3

Financial procedures for a Sub-committee, Working Group or Project Team

- Where a sub-committee has a financial responsibility to Samford Progress, accounts must be up to date by the 10th day after each reporting quarter to allow the bookkeeper to prepare and lodge the Samford Progress BAS which includes income and expenses generated by a sub-committee.
- Where required, a sub-committee will be requested to transfer the GST Liability and PAYG Liability amount incurred to the main Samford Progress account (details will be provided).
- Whilst bank accounts may be opened for the sole purpose of a sub-committee, that account is an account of Samford Progress and all funds are considered the funds of the Samford Progress and not the property of any sub-committee.
- Invoices are to be submitted in a timely manner to allow sufficient processing time before the account is due to be paid.
- To request that an invoice is paid, the Treasurer is to load the amount for payment in the Bendigo online Banking and then forward a copy of the invoice along with rationale and request for payment to the Samford Progress Treasurer (treasurer@samfordprogress.org.au) after which a member of the Management Committee will approve and finalise the transfer as soon as practically possible..
- For any pressing or timely matters with regards to any accounting or monetary issues, email or call the Treasurer to discuss the issue.
- For budgeted and anticipated expenses between \$500 and \$2,000 you need to obtain at least two comparative quotes from local providers where possible prior to expending the funds unless the service /commodity being purchased is only available from one source e.g. a lawyer. Where the latter applies, justification for a sole source purchase is to be provided to the Samford Progress Treasurer prior to expending of any funds.
- For budgeted and anticipated expenses in excess of \$2,000 in addition to the previous point, the Samford Progress Treasurer is to be informed of the proposed purchase prior to expending of any funds.
- Quotes should not be sought from parties with whom any member of a sub-committee has a personal or business connection unless prior approval of the Management Committee has been provided.
- If a sub-committee wants to apply for an external grant, sponsorship or external support (including fundraising), be aware that you are doing so on behalf of the Samford Progress and therefore must advise the Secretary by email or in writing, seeking approval for the grant to be submitted in the name of Samford Progress. As there can be a limited pool of funding available to organisations such as Samford Progress, consultation with appropriate notice through the Secretary via email is essential to ensure funding isn't exhausted on one only sub-committee or working group.
- Generally, funding or cost reimbursement for food, alcohol, fuel or personal items used by members of a sub-committee, working group or project team will not be supported by

Samford Progress. Where applicable, at the time a budget is developed for a sub-committee consideration may be given to an annual social event or other relevant anticipated expenses where that expenditure is relevant and legitimate in the fulfilment of a sub-committee or working group purpose.

- In the event that a working group or project team has an authorised budget and expends funds, relevant aspects of this procedure will apply and will be communicated to the Chair of that group prior to any funds being expended.
- Any member or group acting on behalf of Samford Progress has an obligation to act with integrity when making decisions around the generation or expenditure of funds, to be frugal with these funds and to treat these funds as community money to be used across Samford and district in accordance with our Association Objects.