

# **Policy on setting up Subcommittees of the Board of Directors**

## **1. Purpose of this policy**

- 1.1 To provide clear guidelines for the setting up and running of subcommittees of the Board.

## **2. Setting up subcommittees**

- 2.1 The Board of Directors may at times choose to set up subcommittees of the Board in order to develop pieces of work which are best done outside of Board meetings.
- 2.2 Terms of reference and a job description for members of the subcommittee should be developed (see appendix 1 and 2). These are normally developed by a member of the Board but can be developed by other people.
- 2.3 The terms of reference and job description must be approved at a Board meeting before the subcommittee becomes official.
- 2.4 The role of the Board in approving the terms of reference and job description is to ensure that the subcommittee is working in line with the wishes of the Board.
- 2.5 The Board have sole responsibility in electing people to the subcommittee.

## **3. The Authority of the subcommittee**

- 3.1 Unless specified in the terms of reference, a subcommittee may only develop proposals for the Board to vote upon. A subcommittee has no authority to act independently from the Board.

## **4. Dissemination of this policy**

- 4.1 All Directors

## **5. Review of this policy**

- 5.1 The Board of Directors will review this policy every four years.
- 5.2 This policy was adopted on 14th of October '99.
- 5.4 This policy was updated on 20<sup>th</sup> may 2004.

## Appendix 1

### **Terms of Reference for** *Type the Subcommittee name*

#### **Membership**

*What requirements are needed to fulfil the role? Make sure that any requirements are genuine requirements rather than unnecessary obstacles that disadvantage individuals or groups of volunteers.*

#### **Purpose**

*What has the subcommittee been set up to do?  
Specifically state the duties covered by this subcommittee.*

#### **Delegated authority**

*What executive powers does the subcommittee have?*

#### **Frequency**

*How often will the subcommittee meet?*

#### **Duration**

*How long will the subcommittee be set up for?*

#### **Chair**

*Is the subcommittee going to have a Chair or someone responsible for reporting?*

#### **Reporting procedure**

*To whom and how will the group report?*

#### **Quorum**

*How many people need to be present at a meeting to make the decisions valid?*

#### **Date of disbandment**

*When will the subcommittee finish its work?*

## Appendix 2

### **Volunteer Role Description** *Type the role title here*

#### **GMFA's vision and mission statement:**

**Vision** – GMFA wants a gay community where individuals are able to make informed choices about their health, and a society that embraces equality and respects the right of people to make informed choices.

**Mission** – Improving gay men's health by increasing the control they have over their own lives.

#### **Role**

*Give an overview as to how this role contributes to GMFA's Mission and Vision*

#### **Specific responsibilities**

*Specifically state the duties covered by this role.*

#### **Experience and Requirements**

*If the role is not available to all volunteers, what requirements are needed to fulfil the role? Make sure that any requirements are genuine requirements rather than unnecessary obstacles that do disadvantage individuals or groups of volunteers.*

#### **Commitment required**

*What is the minimum commitment required?*

#### **Authority**

*Does the position enable people to make decisions without reference to anyone else? If so what are they?*

#### **Benefits**

*Does this role have any specific benefits?*

#### **Frustrations**

*What parts of this role may cause difficulties?*

#### **Satisfactions**

*What parts of this role may be personally rewarding to a volunteer?*