



President Cr Kylie Spears M:0436 003 660

Correspondence to National Secretary  
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National Board founded Canberra 1951  
ABN 58853 856 904 Inc A0020253H

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# Subcommittee Terms of Reference

## Version Control

Date	Version	Edited By		Reviewed by	Date
2023	Creation	K Spears		National Board	Nov 2023
2024	1.1	D Leis	Logo updates	National Executive	Nov 2024



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### Review:

- All ALGWA policies will be subject to a review conducted by the Subcommittee responsible and presented to the National Board at least every three years from the date of this policy.

### Purpose

The purpose of this document is to set out the Terms of Reference for the Subcommittees, established by the ALGWA.

### Role

The role of the subcommittee is to:

- To assist ALGWA achieve its goals
- discuss matters pertaining to its responsibilities as set out below.
- assign tasks to members of the Subcommittee (which must be completed within specified timeframes and budgets).
- determine recommendations to be put to the ALGWA National Board for approval.
- report to the ALGWA National Board on matters it has discussed and its recommendations.

### Responsibilities

The subcommittee is responsible for

- **Finance & Risk - (3 Members)**
  - The working group responsible for oversight of the financial management of all activities of ALGWA and has responsibility for oversight of the risk management policy and practices
  - Responsible for Policy reviews on - Financial Delegations, Finance & Risk
- **Advocacy - (5 Members)**
  - The working group responsible for the provision of strategic oversight for advocacy, including submissions on issues of importance for Women in Local Government
  - Responsible for position statements on - Gender Equity, Domestic Violence, Sexual Harassment & Bullying, Systemic Change & Cultural Barriers



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- **Leadership & Governance - (5 Members)**
    - The working group responsible for the provision of Governance frameworks and policy
    - Responsible for position statements on - Mentoring, Superannuation for Councillors, Diversity & Inclusion,
    - Responsible for Policy reviews on - Code of Conduct, Terms of Reference for Subcommittees, Expression of Interest for Subcommittees, Process for appointment of Subcommittees
  - **Connection, Events & Networking- (7 Members)**
    - The working group responsible for the organisation of our calendar of events and forums - online and face to face - including the biannual conference, National Breakfast & Stall at ALGA
    - Responsible for position statements on - Social Media
    - Responsible for Policy reviews on - Conference, Expression of Interest for Conference
  - **Women in Public Office Mentoring Program- (7 Members)**
    - The working group responsible for the oversight of the WIPO Mentoring Program, working with each State/Territory to source Mentors
    - Responsible for position statements - Mentoring
    - Responsible for Policy reviews on –
  - **Capability & Sustainability- (5 Members)**
    - The working group responsible for creating media releases as required input into social media plan - Facebook, Instagram and twitter
    - Responsible for position statements on - Candidates for Local Government, Climate & Sustainability
    - Responsible for Policy reviews on - Volunteers, Sexual Harassment & Bullying, Social Media

## Membership

- The committee will comprise of between 3-7 members as listed
- Membership of a subcommittee may comprise a mix of members of the ALGWA National board and ALGWA members
- Appointed by ALGWA National Board after completing the Subcommittee appointment process
- Further expertise may be sought from additional persons at various times if required.
- The ALGWA National Board may appoint or replace any member at any time.
- The ALGWA National Board, has appointed the Members to serve as members of the subcommittee: as per the minutes of the first meeting after the AGM
- All members are required to sign the ALGWA Code of Conduct
- Must adhere to the Volunteers Policy and uphold the ALGWA Values.



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### Term of Tenure

- The above listed members will serve on the subcommittee until resignation or 2 years.
- at which time the subcommittee membership will be reviewed. The subcommittee appointment process will then be undertaken as required and the opportunity to reappoint/reapply exists.

### Meetings

- A minimum of 50% of members is required for a quorum, which must include 50% of ALGWA National Board members
- Meetings can be held in person or electronically
- Meetings will be held as required with a minimum of 3 times per year
- Meetings will be conducted as directed by the Subcommittee Chair.
- The President or Vice-Presidents of the ALGWA National Board will attend at least one meeting of each subcommittee per year and in that meeting will be included as a subcommittee member.

### Chair

- The ALGWA National Board has appointed a Chair of the subcommittee's as per minutes.
- The appointed Chair of the subcommittee will be responsible for
  - a) arranging the schedule of meetings of the subcommittee,
  - b) the actions undertaken by members of the subcommittee, and
  - c) reporting on behalf of the subcommittee to the ALGWA National Board at each of its meetings.
- The appointed Chair of the subcommittee may seek approval for a leave of absence from the Chair of the ALGWA Vic National Board. If the Chair of the ALGWA grants a leave of absence to the Chair of the subcommittee, then the members of the subcommittee may vote to appoint an acting Chair for each subcommittee meeting that will not be attended by the appointed Chair.
- Minutes shall be submitted to the National Secretary within one week of a meeting of the subcommittee. The appointed (or acting) Chair of the subcommittee, or a delegated member of the subcommittee, shall be responsible for recording (or delegating the recording) of meeting minutes using a template that is created for that purpose.
- The National Secretary will attach subcommittee meeting minutes to the next month's agenda of the ALGWA National Board.



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## Process

- Recommendations go to ALGWA National Board
- Approved actions return to subcommittee for implementation
- Implementation content and plan return to ALGWA National Board

## Review of the Subcommittee

The subcommittee will be reviewed by the ALGWA National Board after each 12 months of its operation. The review will encompass all aspects of this terms of reference document.