

COMMITTEES POLICY

1. Introduction

The Board of Cancer Wellness Support (CWS) recognises that there are times when a subcommittee can act more effectively than can the full Board.

The Board of CWS may put in place standing subcommittees and working groups to engage in business that can be more efficiently transacted by such means.

2. Purpose

To give direction on the policy and procedures relating to the formation of Board standing subcommittees. This policy does not cover time-limited and task-focused working groups established by the board and reporting to the board.

3. Policy

The Board has the authority to establish standing subcommittees and working groups to assist it in its work.

The number of subcommittees will be kept to a minimum.

The Board shall clearly define the terms of reference of each subcommittee, including their membership, roles, procedures and functions, and the boundaries of their authority.

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

Unless explicitly empowered by the full Board, subcommittees cannot make binding Board decisions. For the most part, the function of subcommittees 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 subcommittees, but may delegate their attendance to any other person.

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

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Policies can be established or altered only by the Board: Procedures may be altered by the CEO

COMMITTEES PROCEDURES

1. Responsibilities

The Board is responsible for appointing, disbanding, and setting the terms of reference for subcommittees.

The Secretary is responsible for keeping records of terms of reference of Board subcommittees and for ensuring that subcommittee minutes and papers are submitted to the Board for consideration.

The CEO shall sit ex-officio on all Board subcommittees, but may delegate their attendance to any other person.

2. Procedures

Subcommittees and working groups cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the CEO has specifically agreed to such delegations.

All subcommittees of the Board shall submit their minutes to the Board.

All subcommittees 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 prior to the AGM.

All working groups shall be dissolved by Board resolution once they have completed their work and, if requested, have provided a written report to the Board.

3. Related Documents

- [Governance Policy](#)
- [Constitution](#)

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