

# Grants Committee Terms of Reference

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## Document Control

Version	Date	Author	Summary of changes
0.1	11 November 2016	Andrew Edwards	First Draft
0.2	13 January 2017	Andrew Edwards	Changes from feedback
1.0	30 May 2017	Andrew Edwards	Changes for launch
1.1	10 March 2018	Andrew Edwards	Update
1.2	April 2018	Andrew Edwards	Update

## **1. Introduction**

This Terms of Reference defines the purpose, authority and responsibility of the NSW State Emergency Service Volunteers Association Grants Committee.

## **2. Functions**

The Committee is established as a committee of the Board of Directors. Its function is to assist the Board of Directors in determining matters relating to the operation, assessment, allocation, distribution, communication and reconciliation of the Volunteers Association Grants Program.

## **3. Responsibilities**

The Committee will, in relation to the operation of the Grants Program:

- Develop the operating procedures for the Grants Program;
- In January each year provide to the Board:
  - A plan and budget request for the activities to be undertaken by the Committee in the forthcoming financial year;
  - A detailed budget request aligned to the plan.
- Communicate the activities of the Program through appropriate means to inform members and associate members;
- Assess applications to be made under the Grants Programs;
- Provide recommendations to the BOD for acceptance or rejection of the application following the assessment;
- Report to the Board via the Chair on activities of the Committee;
- Review the operation of the Grants Program on an annual basis and make recommendations to the Board on any changes by January each year for activities in the following financial year

The Grants Committee is not a policy making body. It assists the Board by implementing policy and processes.

In discharging its responsibilities, the Committee has a duty to act in the best interests of the Volunteers Association as a whole.

Committee members are bound by the Volunteers Association Code of Conduct and Conflict of Interest Policy. Decisions are to be made in alignment with the values of the Volunteers Association.

Committee Members will adhere to a confidentiality agreement.

## **4. Membership**

The Chair of the Committee shall be a Director appointed by the Board and may be removed or replaced from time to time.

The Committee members are appointed by the Board and comprises:

- 1 x Area or Volunteers Association Representative;
- 1 x Executive Assistant (as Secretary)
- 1 x Member Services or Communications staff

In discharging their responsibilities members of the Committee must act in good faith and in the best interest of the Volunteers Association irrespective of personal, professional, commercial or other interests, loyalties or affiliations. Members of the Committee are to take the Volunteers Association interests into consideration when allocating resources through the Grants Program.

#### 4.1 Cessation of Membership

A member of the Committee shall cease to be a member of that Committee where the member:

- Has completed their appointed tenure; or
- Is convicted of any offence for which the penalty on conviction is imprisonment; or
- Notifies the secretary of the committee in writing of their inability to attend their nominated committee meeting date.

#### **5. Meetings**

The Committee shall meet monthly with dates determined and distributed prior to that calendar year or as required. A quorum for meetings will be three members. Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. In the absence of a chair the members present may elect a chair for that meeting. Primarily meetings will be held via teleconference but may be held face to face or via any other technology means that enable a discussion to occur. The notice and agenda of the meeting are to include relevant supporting papers as appropriate.

The Secretary in conjunction with the Chair of the Committee will prepare an agenda which will be circulated to the committee members prior to each meeting. The Committee may invite members or experts to attend any of its meetings.

The Chair of the Committee will report the outcomes of each meeting in writing to the Board at its next meeting.

The minutes of all Committee meetings will be circulated to Committee members and the Board of Directors within 5 working days of completion of the meeting.

#### **6. Grants Program**

When operating the Grants Program, the Committee must take the following into account:

- The Grants Program is available to support all NSW SES Volunteers;
- Decisions are to be made using the principles of equity and fairness in accordance with the Values of the Volunteers Association;
- Decisions and recommendations made by the Grants Committee are strictly confidential and may only be disclosed to the Directors;
- In making a decision if there is an actual or perceived conflict of interest, the Committee members must step aside from participating in making the decision;
- The Committee must document all decisions, including the processes, recommendations and outcomes.
- The committee must keep sufficient records for audit purposes.
- Must be operated in accordance with the Volunteers Association Grants Program Policy and Procedures;
- Must be operated in accordance with the annual plan and within the budget approved by the Board each year for the subsequent financial year

#### **7. Voting**

Any matters requiring a decision will be decided by a majority of votes of members present.

If required, the Chair of the Committee has a casting vote.

## **8. Authority**

This committee will make recommendations concerning the Grants Program to the Board.

## **9. Review**

The Committee is to review these Terms of Reference annually and report to the Board on any recommended changes.