



ACEA

Australasian Corrections
Education Association

Create the Opportunity

COMMITTEES POLICY

Policy number	008	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

INTRODUCTION

The Executive Committee of Australasian Corrections Education Association recognises that there are times when a sub-committee can act more effectively than can the full Executive.

The Executive Committee of Australasian Corrections Education Association may put in place standing sub-committees and ad hoc committees to engage in business that can be more efficiently transacted by such means.

PURPOSE

To give direction on the policy and procedures relating to the formation of executive Committee standing sub-committees and ad hoc committees.

POLICY

The Executive Committee has the authority to establish standing sub-committees and ad hoc committees to assist it in its work.

The number of committees will be kept to a minimum.

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

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

Unless explicitly empowered by the full Executive Committee, committees cannot make binding Executive Committee decisions. For the most part, the function of committees is to solve problems for and/or make recommendations to the Executive Committee on which the latter, and only the latter, has the power to make decisions or policy. Even where power is delegated, the Executive Committee still bears responsibility.

Committees should always have regard to the achievement of the purpose of Australasian Corrections Education Association in accordance with the vision and mission determined by the Executive Committee when exercising its functions.

AUTHORISATION

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)

COMMITTEES PROCEDURES

Procedures number	008	Version	1.0
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RESPONSIBILITIES

The Executive Committee is responsible for appointing, disbanding, and setting the terms of reference for committees.

The Secretary is responsible for keeping records of terms of reference of committees and for ensuring that committee minutes and papers are submitted to the Executive Committee for consideration.

PROCEDURES

All committees of the Executive Committee shall submit their minutes to the Executive Committee.

All committees of the Executive Committee shall review their terms of reference annually, including their membership and the results of their work and so report to the Executive Committee.

All ad hoc committees shall be dissolved by Executive Committee resolution once they have completed their work and, if requested, have provided a written report to the Executive Committee.

RELATED DOCUMENTS

- Governance Policy
- Constitution

AUTHORISATION

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)