

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC.

POLICY & CONSTITUTIONAL REVIEW STANDING COMMITTEE

TERMS OF REFERENCE

Policy Number: 3.1

Scope Of Authority

The Policy & Constitutional Review Working Party is a sub-committee of the Board of Governance of the Lyell McEwin Regional Volunteer Association Inc, and is given authority to make recommendations back to the Board of Governance regarding required policy, contractual and constitutional changes as they relate to the Volunteer Association.

Purpose / Goals of the Working Party

1. The ongoing review of current 'internal' Volunteer Association Policy and Procedure documents.
2. The review and negotiation of current 'external' contracts with affiliated agencies, when due. (Tregenza, Home Stroke etc)
3. To examine and make recommendations on new contracts with affiliated agencies arising from time to time.
4. To develop new policy documents as required by the Volunteer Association - and to take these to Board level for final comment and endorsement

Membership

The Policy & Constitutional Review Working Party is to be elected, at the latest at the first Board meeting following the AGM.

The Committee will consist of;

- * The Executive Officer
- * At least one member of the Executive Committee
- * A minimum of two other members of the Board of Governance

The Committee shall also have the power to coopt persons to the Sub-Committee from time to time, that they deem to have appropriate expertise to compliment the expertise of the Committee.

A Chairperson shall be elected by the Committee

These ToR were adopted by the Board of Governance on 21.6.2000

Last reviewed and updated November 2010