

POLICY AND PROCEDURE

MANAGEMENT COMMITTEE MEMBERSHIP

Purpose

This policy outlines Environmental Advocacy in Central Queensland's (EnvA) policy about membership of the management committee.

Background

EnvA's Constitution provides for the management committee membership, the process of the election of the management committee and the filling of casual vacancies. The Constitution is the guiding document for the purpose and operation of EnvA.

The Constitution prescribes that the management committee consists of a President, Treasurer and up to four other members elected at a general meeting. All these positions must be held by a member of EnvA.

The Constitution also requires the appointment of a Secretary that is an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:

- (a) a member of the association elected by the association as secretary; or
- (b) any of the following persons appointed by the management committee as secretary:
 - (i) a member of the associations management committee,
 - (ii) another member of the association, or
 - (iii) another person.

If the management committee appoints a person that is not a member of EnvA, the person does not become a member of the management committee.

This policy provides further guidance on the requirements of membership of the management committee to ensure the effective operation of EnvA's governance, financial management and operation.

Related policy and procedures

- [EnvA's Constitution](#)
- [Code of Conduct](#)
- [EnvA's operations](#)
- [Financial management](#)

POLICY

The role and requirements of the President

The President is responsible for the chairing of all management committee and general meetings and must conduct the meeting in a proper and orderly way.

The President is a key public representative of EnvA and hence must reside within EnvA's focus area of events and meetings.

The role and requirements of the Treasurer

The Treasurer is responsible for the financial management and reporting for EnvA's operations. This includes preparing:

- Financial reports for presentation at all management committee meetings. These must cover all financial transactions for the whole month or months that have not previously been reported, and
- An annual financial statement for the reportable financial year prior as soon as possible after the financial year end date of 30 June.

Financial management must be consistent with EnvA's [Financial Management Policy and Procedure](#) and guided by the [Finance Reporting Instructions](#).

The role and requirements of the Secretary

The Secretary's functions include, but are not limited to:

- Calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association;
- Keeping minutes of each meeting;
- Keeping copies of all correspondence and other documents relating to the association; and
- Maintaining the register of members of the association.

The Secretary is responsible for all EnvA's official correspondence including:

- Provide applicants for EnvA membership notification of the management committee's decision,
- Notification to a member of any termination of their membership,
- Receiving written notification of resignations from the association or management committee,
- Receiving nominations to serve as a member of the management committee, and
- Receipt of appointments of proxy nominations.

The Secretary is responsible for all calling:

- General meetings of EnvA, including the Annual General Meeting
- Special meetings when directed by the management committee or more than half of the ordinary members

If a vacancy happens in the office of Secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens. Section 15 of the Constitution provides detail of this process.

The role and requirements management committee members

The management committee is responsible for the administrative and financial management a of EnvA including:

- Making, amending or repealing policies and procedures consistent with the Constitution,
- Ensuring that governance and operations of the group are consistent with all endorsed rules and policies,
- Reviewing and approving minutes and financial statements prepared by the Secretary and Treasurer,
- Approving or rejecting new membership applications,
- Attending and participating in management committee meetings, including voting on motions presented,
- Appointment of subcommittees when required, and
- Attending to other administrative matters that arise during EnvA's operations.

Attendance at management committee meetings

The Constitution (s24) requires a quorum of more than half of the management committee for decisions to be made. It is therefore important that management committee members are in attendance at meetings whenever possible.

There are times when a committee member may not be able to attend a management committee meeting due to planned or unforeseen circumstances.

Where the absence of a committee member is planned, the management committee will have the option of rescheduling the meeting or continuing if a quorum can be reached.

If a committee member has a planned absence of three consecutive meetings, the member will stand down from the committee to allow the filling of the casual vacancy.

Where a committee member is unable to attend two consecutive meetings for unplanned reasons, or is absent from more than half of the meetings in any four-month period, the management committee, after consultation with the management committee member, may consider the use of s20 of the Constitution and call a general meeting to replace that committee member to maintain continuity of EnvA's operations.

General requirements of all management committee members

In addition to the administrative and financial management of EnvA, management committee members are expected to:

- Uphold and work consistently with all EnvA rules and policy,
- Attend and assist in community engagement activities and events,
- Actively communicate and provide feedback on draft documents in a timely manner, and
- Promote EnvA's work through sharing social media stories, media and newsletters through their networks.

The preference is for all committee members to be geographically located within our region of action, but exceptions can be made for the positions of Secretary and Treasurer.

PROCEDURE

Election of the full management committee at the Annual General Meeting

At each annual general meeting (AGM), the management committee must stand down from their positions to allow for an open election for all positions on the committee, but remain eligible for re-election.

The Constitution provides requirements in relation to the notification of the AGM, nomination and proxy processes.

The information contained in the policy and procedure about the roles, responsibilities and general requirements of management committee members will be provided to all members in the notification and nomination process.

Filling of a casual vacancy

If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another EnvA member to fill the vacancy until the next annual general meeting.

Alternatively, the continuing members of the management committee may act despite a casual vacancy on the management committee provided that the quorum numbers can be met.

If the number of committee members is less than the quorum of the management committee (more than 50% of the committee numbers elected at the previous AGM), the continuing members may only:

- increase the number of management committee members to the number required for a quorum; or
- call a general meeting of the association to elect replacement committee member(s).

Policy review

This policy is to be reviewed and updated on request of an EnvA member or staff and with the agreement of the management committee.

Revision history

Version	Author/Reviewer	Details of amendments	Date approved by management committee
1.0	Coral Rowston	First draft of a proposed EnvA Management Committee Membership Policy and Procedure	07/02/2023

Endorsement



James York
President
Environmental Advocacy in Central Queensland

7 February 2024