



BOB HAWKE COLLEGE

Governance Sub-Committee

Terms of Reference

1. Purpose

The Bob Hawke College Governance Sub-Committee (**Governance S/C**) is a standing sub-committee of the Bob Hawke College Board (**Board**) and is delegated the responsibility for investigations into, advice and recommendations to the Bob Hawke College Board on best practice governance of the Bob Hawke College.

2. Authority

The Governance S/C is a sub-committee of the Bob Hawke College Board from which it derives its authority and to which it regularly reports.

The Governance S/C has delegated authority from the Bob Hawke College Board in respect of the functions outlined in this Terms of Reference and as such, has the authority to investigate and to obtain information relevant to these functions and make recommendations to the Bob Hawke College Board.

3. Composition

The Bob Hawke College Board will appoint up to five Bob Hawke College Board members to the Governance S/C including a mix of Parent, Staff and Community board members, one of whom will be appointed Chair.

The members of the Governance S/C are appointed until:

- A person is no longer a member of the Bob Hawke College Board;
- The person resigns from membership of the Governance S/C; or
- The Bob Hawke College Board resolves to replace a member of the Governance S/C.

Subject to the approval of the Bob Hawke College Board, members may be co-opted onto the Governance S/C as the need arises to help fulfil the duties and obligations of the Governance S/C.

4. Objectives

The Objectives of the Governance S/C include:

- a) Draft and present for approval to the Bob Hawke College Board the Governance S/C Terms of Reference;
- b) Review the draft Bob Hawke College Board Terms of Reference and make recommendations to the Bob Hawke College Board on the final terms;
- c) Development and review of policies to present as recommendations to the Bob Hawke College Board including Board Code of Conduct and College Dress Code;
- d) Support development (where appropriate) and review plans or policies formulated by the Bob Hawke College staff and present plans or final policies as recommendations to the Bob Hawke College Board for approval;

- d) Developing an Induction Pack and Information for Board members
- e) Taking responsibility for the annual Board review / performance assessment

5. Responsibility of Sub-Committee Members

Members of the Governance S/C are expected to:

- Abide by the Bob Hawke College Board Code of Conduct
- Disclose interests which may present a conflict of interest
- Act in the best interest of Bob Hawke College
- Apply good analytical skills, objectivity and good judgment
- Express opinions constructively and openly, raise issues that relate to the Governance S/C's responsibilities and pursue independent lines of enquiry.
- Contribute the time required to review the papers provided; and
- Be readily accessible via phone and email.

6. Meetings

The Governance S/C will meet as required. The scheduling of these meetings will be determined by the Chair of the Governance S/C and should align with Bob Hawke College Board meetings so issues arising can be considered in a timely manner. Governance S/C meetings can be conducted face to face or by teleconference and can be called by any member of the Governance S/C or the Bob Hawke College Board Chair.

7. Quorum

A quorum for all decisions shall consist of three members.

8. Secretariat function

The Governance S/C Chair will appoint a member of the Governance S/C to record the meetings, decisions and recommendations and produce Minutes of the meetings.

9. Reporting

Reports and recommendations of each Governance S/C meeting shall be presented to the next subsequent Bob Hawke College Board meeting.

10. Term

The Governance S/C will continue to function until such time as the Bob Hawke College Board determines it is no longer required.

11. Annual Review

An annual review by the Bob Hawke College Board will be conducted to ensure the Governance S/C is meeting its Objectives and to review the scope of these Terms of Reference.