

## RRR Network Sub Committees and Terms of Reference 2022

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The RRR Network Board in 2021 established and formalised four sub committees. The aim of the sub committees are to:

- support the operations of the organisation.
- capitalise on Board Members skills and expertise.
- allow Board meetings to focus on strategy rather than operations.
- Board Members to improve knowledge and understanding of the RRR Network's operations to support strategic discourse.
- Create a mechanism for RRR Network members to participate.

### 1. Governance Committee

The Governance committee should ensure there is a framework in place to maintain appropriate controls and protection around the organisation.

#### Members:

- Elizabeth Brennan
- Marilyn Rulyancich
- Gina Ferrira - Committee Leader

Main functions of the Committee are:

- 1) Reviewing all policies include Board Charter - update, what is missing and or create.
- 2) Providing advice or comment on Constitution queries.
- 3) Ensuring the Constitution is being adhered to in RRR Network operations.
- 4) Overseeing the mix of board committees and their separate roles and responsibilities.
- 5) Ensuring Board performance is reviewed and improved and an appropriate skill mix is maintained.
- 6) Induction of new board members.
- 7) Ensuring AGM meets constitutional requirements.

## 2. Finance and Budget:

This committee is responsible for ensuring there are appropriate budgeting processes in place and to monitor the financial position and performance of the organisation.

### Members:

- Sarah Woolford
- Sarah Lang (Chair)
- Alys McKeough - Committee Leader (Treasurer)

Main functions of the Committee are:

- 1) Ensuring a budget is prepared for the organisation in accordance with board policies prior to AGM and following annual audit.
- 2) Supporting the Audit process through its associated tasks.
- 3) Reviewing the organisation's periodic financial statements prior to submission to the board, including monitoring the financial positions and performance of the organisation and highlighting any concerns with the board.
- 4) Periodically reviewing the format and presentation of financial information to the board and make any recommendations for improvements to the board;
- 5) Periodically reviewing any board policies relevant to the role and responsibilities of the committee including financial delegations to the CEO and making any recommendations for improvements to the Board.

## 3. Activities and Events:

The Events committee should develop and monitor a framework in which events and activities are conducted and evaluate the success. This may include what type of events are considered appropriate for the organisation and aligns with the Business Model.

### Members:

- Fleur Thompson - Committee Leader (Deputy Chair)
- Gina Ferreira
- Alys McKeough (Treasurer)

Main functions of the Committee are:

- 1) Reviewing and commenting on the draft activity schedule set by the CEO - annual/bi-annual.
- 2) Providing feedback on event marketing.

- 3) Actively promoting events and activities of the organisation to personal networks.
- 4) Attending events (when possible) and representing the organisation either through welcome speech, actively networking at the event and some logistical support.
- 5) Post event evaluation discussions with the CEO - what worked and what did not?
- 6) Assisting AGM logistics.
- 7) Ensuring event protocols are upheld.

#### **4. Stakeholders and Membership:**

The Stakeholder and Networking committee should actively identify and engage key stakeholders that will support the organisation in various ways to achieve its outcomes.

- Naomi Evans - Committee Leader (Secretary)
  - Kendall Galbraith (CEO)
  - Lavinia Wehr (Marketing Contractor)
  - External Support - expression of interest.
- 1) Building a list of key stakeholders including industry, relationship and reason.
  - 2) Identifying those who connect and share and those who provide financial support (small, medium and large).
  - 3) Assisting Annual Corporate Members Dinner in Perth.
  - 4) Identifying potential sponsors for events.
  - 5) Creating introductions to new industries and leaders.
  - 6) Reviewing Capability Statement and other marketing collateral to support corporate introductions.
  - 7) Attending external events to represent the organisation.
  - 8) Identifying potential corporate members and inviting them to join. Encourage all suitable contacts to become members of the organisation.