

# CEHL POLICY ADVISORY COMMITTEE

## GOVERNANCE CHARTER

Approved by the Board 03 March 2020

### 1. Purpose and Appointment by the CEHL Board:

In the context of this Committee, the Board is responsible for the oversight of effective arrangements regarding:

- Program policies and strategies; and
- Best Practice advice for co-ops

The Board has established the CEHL Policy Advisory Committee (the Committee) to assist it to discharge this responsibility.

This Governance Charter sets out the roles, responsibility and operational requirements of the Committee as delegated by the CEHL Board.

Program reports and program and co-op operational policy and best practice advice are the core documents for monitoring and review by the Committee.

### 2. Authority

The Board authorises the Committee, through the Committee Chair, to:

- Seek any information it requires from employees of CEHL; and
- Commission independent program or other consultants to advise the Committee or assist the Committee in the conduct of its duties.

### 3. Role of the Committee

To ensure the needs and views of members and co-ops are reflected in program and co-op policy development, review draft Program Policies, co-op program policies and best practice or implementation advice, make recommendations to the Board and to assist the Board to engage with such matters in a strategic, timely and relevant manner.

### 4. Duties and Responsibilities

The Committee will advise the Board in relation to Program and Co-operative Policies that affect program operation and other matters. The Committee will advise in relation to the needs and views of co-op members within the program. In fulfilling these functions, the Committee will perform the oversight and review functions as outlined in *Attachment A: Guidance areas for the Committee's oversight & review*.

## **5. Membership, Quorum and Decision Making**

The Committee is a formally approved subcommittee of the Board and will comprise no more than twelve members each holding one Committee Voting Right:

- One CEHL Board Member, being a non-Technical Director, who shall chair the Committee. Said Director to be nominated at the first Board Meeting following the CEHL AGM, for a period of 12 months;
- One CEHL Staff Member, chosen for their experience in policy development, appointed by the Program Director and,
- Members nominated by Co-ops, through a PAC approved process, to a maximum of 10 (as determined by the PAC) as representatives of their region or interest group, for a period of up to 24 months. Where multiple nominations are received for the same position the successful nomination will be decided by a majority vote.
- Members may be nominated to share in the duties of the PAC role. Where members choose to share these duties they collectively hold one vote on the committee.

The succession of PAC members will be managed through the length of the term of each new member, to ensure there are experienced members and to minimise the chance of all PAC seats being vacant at one time. Retiring PAC Members are eligible for re-nomination.

A quorum of the Committee shall be at least five Committee Members and must include the Chair (or their designated nominee).

CEHL's Board Chair is an ex-officio member of the Committee and is entitled to attend any or all Committee meetings and has a vote if attending. Any CEHL Director not a member of the Committee shall be entitled to attend meetings as an observer. The CDSM Manager may attend Committee meetings as an observer.

The Committee will meet at least four times per year

Additional meetings of the PAC may be called as necessary, by consultation and agreement between the PAC Chair and the CDSM.

Membership of the Committee will be reviewed on an annual basis at the CEHL Board Meeting following the AGM.

The PAC will work to achieve consensus in its work, however, each member of the Committee shall have one vote. Resolutions will be decided by majority voting. Equal votes shall mean the resolution is lost. Dissenting member/s may upon request have their views recorded in the Minutes.

Recommendations to the CEHL Board will be considered at the next Board meeting following the Committee meeting or via out of session or circular resolution.

The PAC Chair has the authority to remove a PAC representative from their position should they be vacant from two meetings in a row, where the representative has not supplied an apology.



## **6. Invitees**

The Committee may at its discretion request other employees and/or consultants attend the Committee Meeting. The Committee may issue an “Open Invitation” to Co-op Members once per annum, for Co-op members interested in the work of the Committee.

## **7. Administration, Meeting and Review**

- Agenda:* The Chair and nominated CEHL Staff Member shall coordinate the setting of the agenda.
- Minutes:* Minutes will be taken and circulated to Committee Members within two weeks of the meeting.
- Conflicts:* Members will be invited to disclose any conflicts of interest at the commencement of each Committee meeting. Where Members are deemed to have a real or perceived Conflict of Interest they are required to excuse themselves from participation in discussion and recommendations on the matter.
- Review:* The Committee will review its performance annually and should include identification of opportunities for improvement and identify additional training and education that may be of assistance to Directors. The Chair will co-ordinate the review and table it at the Board.
- Stipend:* Payments of stipends are contingent on PAC members attending at least 75% of PAC meetings and member forums for their term.

**CEHL POLICY ADVISORY COMMITTEE**

**ATTACHMENT A**

**Guidance areas for the Committee's oversight and review**

**Program Policy**

1. Advise on the usability and appropriateness for co-ops of proposed program policy.
2. Advise on priorities for development and review of program policy.
3. Ensure that co-op feedback has been incorporated into program policy development.

**Best Practice and Implementation Advice**

1. Advise on the usability and appropriateness for co-ops of proposed best practice or implementation advice.
2. Advise on priorities for development and review of best practice and implementation advice.
3. Ensure that co-op feedback has been incorporated into best practice and implementation advice development.

**Board**

1. Advise the CEHL Board regarding co-op need for new or revised program policy.
2. Advise the CEHL Board regarding co-op need for new or revised best practice or implementation advice.

**Representative role**

1. Be available to co-op members at forums or other agreed events, to provide and/or present information regarding PAC work.