

## Sub - Committee Terms of Reference

The Terms of Reference set out the scope and limitations of the Sub-Committee and provide the guidelines within which the Sub-Committee functions. Example of Sub Committees include, but are not limited to:

- Volunteers
- Finance
- Governance
- Fundraising
- HR
- Special Events
- Special Projects

Example of a Terms of Reference for a Fundraising Sub-Committee:

*“The mandate of the Fundraising Sub-Committee is to assist the Board / Executive in the planning, coordination and implementation of major fundraising activities in support of the projects, programmes and activities of the organisation.”.*

### KEY STANDARD ELEMENTS OF A TERMS OF REFERENCE

1. This Sub-Committee is constituted according to the constitution of **THE FIFTY PLUS BRIGADE** and all actions of this Sub Committee are governed by this constitution.
2. The Sub-Committee will plan, direct and implement any plan of actions agreed by the Board / Executive Committee (the Executive) and will ensure that any variation to this plan is notified in writing to the chairperson of the Board / Executive.
3. The Sub-Committee will develop a policy in relation to the actions to be implemented ensuring they adhere to the requirements of the constitution and the direction of the Board / Executive understanding that ultimate responsibility rests with the Board / Executive.
4. The Sub-Committee is authorised to incur expenditure on behalf of the Board / Executive to a maximum level of €2,000\*. Expenditure beyond that level requires prior Board / Executive approval. The following should be noted:
  - a. For expenditure up to a level of €750\*, verbal quotes are required from competitive suppliers and the lowest price or most suitable is selected.
  - b. For expenditure between €751 - €2,000\*, written quotations will be obtained from three sources noting that the lowest quotation may not always be approved. A Contract for Services will



be drawn up and signed by the Board / Executive and the Service Provider.

\*These limits shown are just for example only and would be agreed by the Board / Executive. The limits applied would be dependent on the work to be undertaken by the Sub-Committee.

5. The Sub-Committee will consist of no more than five (5) people, at least one of which will be a member of the Board / Executive. The members of the Sub-Committee will be independent and unrelated.
6. Each Sub-Committee will have a member of the Board / Executive as its Chairperson. In the absence of the chairperson, the Sub-Committee may elect a Chairperson for that meeting only.
7. A quorum, except under extraordinary circumstances, shall consist of the Chairperson of the Sub-Committee plus two.
8. The Sub-Committee may enlist the support / services of people external to the organisation who can provide expertise / guidance in specific areas relative to the Terms of Reference agreed.
9. Meetings should where possible, be staged monthly and normally precede the Board / Executive meeting.
10. All decisions, deliberations and meetings of the Sub-Committee will be recorded in a minute book.
11. All decisions of the Sub-Committee must be proposed and seconded. Voting will be by means of a simple majority with the Chairperson having a casting vote.
12. The Chairperson of the Sub-Committee will will present the minutes and recommendations of their meetings to the subsequent or earliest Board / Executive meetings and will report on progress in between meetings as required or as appropriate.
13. In the case where a member of the Sub-Committee has, or may be perceived to have, a beneficial interest in a decision of the Sub-Committee, he or she should absent themselves from the decision and such absence should be noted in the minutes.
14. If the organisation has a Manager, the Manager will attend each Sub-Committee meeting to facilitate and inform the meeting and ensure that the Sub-Committee is able to discharge its function according to the Terms of Reference. The Manager will not participate in any voting.



15. The Sub-Committee will provide advice and direction to the Manager in terms only of the plan of activities and its implementation and will not have a staff management function.

16. No changes to the terms of Reference of the Sub-committee can be made without Board / Executive approval.

**Date**

These Terms of Reference were adopted by the Board / Executive on **DATE**

Signed on behalf of the Board / Executive by:

**Chairperson**

**Secretary**

**Name:** (block capitals) \_\_\_\_\_

**Name:** (block capitals) \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

