

Coast Community Broadcasters Inc.

Trading as



todayscountry94one

COMMITTEES POLICY

Policy number	3	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 20 2020
Responsible person	Colin Links	Scheduled review date	April 2020

INTRODUCTION

The Board of Coast Community Broadcasters Inc. trading as **todayscountry94one** recognises that there are times when a sub-committee can act more effectively than can the full Board.

The Board of **todayscountry94one** may put in place standing sub-committees to engage in business that can be more efficiently transacted by such means.

PURPOSE

To give direction on the policy and procedures relating to the formation of Board standing committees and sub-committees.

POLICY

The Board has the authority to establish standing committees, sub-committees and ad hoc committees to assist it in its work.

The number of committees will be kept to a minimum.

The Board shall clearly define the terms of reference of each committee, including their membership, roles, procedures and functions, and the boundaries of their authority.

Committees may from time to time co-opt non-Board members to serve on a committee to bring additional skills, experience or networks, as long as it is not inconsistent with any directions given to the committee by the Board.

Unless explicitly empowered by the full Board, committees cannot make binding Board decisions. For the most part, the function of committees is to solve problems and / or make recommendations to the Board on which only the Board has the power to make decisions or policy. Even where power is delegated, the Board is responsible.

Unless the Board determines otherwise, the Chairman shall sit ex-officio on all Board committees, but may delegate their attendance to any other person.

Committees should always have regard to the achievement of the purpose of **todayscountry94one** in accordance with the vision and strategy determined by the Board when exercising its functions.

All standing committees will be led by an independent chairman.

Committees will report to the Board at the next Board meeting after their committee meeting.

Records of all committee meetings will be forwarded to the secretary once they have been approved by the committee members.

AUTHORISATION

Secretary

January 20 2020

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COMMITTEES PROCEDURES

Procedures number	3	Version	2
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RESPONSIBILITIES

The Board is responsible for appointing, disbanding, and setting the terms of reference for committees.

The Secretary is responsible for keeping records of terms of reference of Board committees and for ensuring that committee minutes and papers are submitted to the Board for consideration.

The Chairman shall sit ex-officio on all Board committees (unless the Board determines otherwise), but may delegate their attendance to any other person.

PROCEDURES

Committees, whether ad hoc or standing sub-committees, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the Chairman has specifically agreed to such delegations.

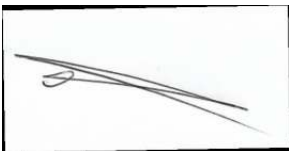
All committees of the Board shall submit their minutes to the Board.

All committees of the Board shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.

All ad hoc committees shall be dissolved by Board resolution once they have completed their work and, if requested, have provided a written report to the Board.

RELATED DOCUMENTS

AUTHORISATION



Colin Links
Chairman
January 20 2020

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