

MACCLESFIELD COMMUNITY ASSOCIATION Inc.

SUB-COMMITTEE/TASK GROUP POLICY.

Purpose

The MCA recognises that there are times when a sub-committee or task group can act more effectively than can the main committee of the MCA. As a general rule, the MCA will establish sub-committees/task groups only in response to its own work.

Authorisation

MACCLESFIELD COMMUNITY ASSOCIATION INC (MCA) majority vote of main MCA Meeting.

Definition

'Sub-committee' and 'task group' mean subgroups of the MCA whether or not its members are drawn in whole or in part from the MCA.

- A sub-committee can be convened for the useful administration of activities of the MCA which are deemed to be permanent or long term in nature eg. the Market Sub-committee.
- A task group can be convened for the useful administration of activities of the MCA that are deemed to be short term in nature eg. Task Groups associated with the current Strategic Plan
- A sub-committee or task group meeting means any gathering of its members, whether in person, by telephone or electronically and is held with the approval of the MCA for the purpose of achieving the terms of reference for said sub-committee or task group.

POLICY.

MCA directions

1. *The MCA has the authority to establish sub-committees and task groups to assist in its work.*
2. *It is the responsibility of the MCA Executive to supervise sub-committees and task groups.*
3. *The MCA shall clearly define the terms of reference of each sub-committee or task group, including their:*
 - *Authority*
 - *Membership*
determined by its terms of reference.
 - *Meetings*
as per standing orders and the Constitution of the MCA
 - *Reporting*
as per standing orders and the Constitution of the MCA
 - *Functions*
Undertake activities in accordance with its terms of reference.
 - *Purpose*
4. *The MCA may from time to time co-opt non-Committee members to serve on sub-committees or task groups in order to utilise additional skills, experience or networks.*
5. *The MCA Executive are ex-officio members on all sub-committees and task groups.*
6. *An Executive member as an ex-officio member of a sub-committee or task group will have full voting rights and a responsibility to engage in the activities of that sub-committee.*
7. *The MCA shall review the terms of reference of all sub-committees and task groups annually, including their membership and the results of their work.*
8. *All sub-committees and task groups shall be dissolved by a resolution of the MCA at a general meeting:*
 - *once they have completed their work and or*
 - *if requested by the members of the subcommittee/task group and following the provision of a written closing report to the MCA. and or*

- *If expected outcomes or procedures are not being met*

Subcommittee/Task group directions

1. Unless explicitly approved or authorized by the main committee of the MCA sub-committees and task groups cannot make
 - binding decisions on behalf of the MCA and
 - representation or submissions to council on behalf of the MCA and
 - public announcements on behalf of the MCA and
 - financial agreements on behalf of the MCA.
 - Grant applications on behalf of the MCA.
2. All sub-committee and task group activities must fall within the ambit of this policy, their terms of reference and the MCA Constitution.
3. Sub-committees and task groups will not exercise any authority over the MCA.
4. All sub-committees and task groups will provide a report to the MCA at the AGM and at other regular times as set out in their terms of reference.
5. Any activity or task undertaken by the sub-committee or task group that involves finance requires an approved budget by the MCA and a profit and loss report must be presented on completion.

Policy authorized date: 14 August 2023

Approved by: *Macclesfield Community Association Inc. Committee.*

MCA Chairperson *Penny Worland*

Review dates: *July 2026*

Policy sighted and signed by the chairperson/convener of the _____
_____ subcommittee/task group

Name: _____ Signed: _____

In the presence of a member of the MCA executive

Name: _____ Signed: _____

Dated _____