

## Draft Policy

### Roles and responsibilities of the Committee and sub-committees

Under the FIT constitution, clause 19, the Committee may delegate tasks, as determined by the Committee, to a sub-committee.

Under the *Associations Incorporation Regulations 1991* No 31, Schedule 1, Model Rules, the relationship is more clearly defined:

- the delegation of the resolution of the Committee must be in writing;
- the delegation stands until revoked by the Committee;
- the delegation can be subject to conditions or limitations as specified in the delegation instrument;
- the Committee can continue to exercise any function it has delegated to the sub-committee;
- any action done or suffered by the sub-committee has the same force and effect as is done by the Committee;
- the Committee may revoke the delegation instrument in writing wholly or in part;
- the sub-committee may meet and adjourn as it thinks fit;
- the majority voting at a sub-committee is that each person has one vote and the chair has the casting vote;
- actions done or suffered by the sub-committee are valid even if a defect is discovered later.

The responsibilities of sub-committees in FIT are:

- To provide to the Committee an outline of the purpose and membership of the sub-committee as in the proforma
- To provide to the Committee a draft budget for the project within one month of the first meeting of the sub-committee;
- To advise the President and Treasurer of dates and times of the meetings;
- To submit any money received to the Treasurer at the next committee meeting (or before if convenient);
- To submit all invoices and requests for re-imburement to the Treasurer for endorsement by the Committee;
- To complete the budget acquittal within two months of the completion of the project; and
- To provide an email report to the Committee prior to each Committee meeting.

Endorsed by the FIT Committee    October 2004