

## **SUB-COMMITTEES**

### **Model Terms of Reference**

#### **Parish Council Committees**

All parish councils have the capacity to establish committees. All sub committees must have the approval of the Priest-in-Charge and the wardens and the parish council. It would be helpful to have the Priest-in-Charge as an ex-officio member of all the sub-committees.

All sub committees must have terms of reference for their activity which include a review process.

All sub committees must have their terms of reference reviewed annually after the Annual Meeting of Parishioners has been held and the new Parish Council holds its first meeting. This is to enable all parish councilors the opportunity to confirm the work of the committee is still required and to ensure the work is done in a way that meets the terms of reference. It also confirms membership and reporting obligations.

#### **Draft Terms of Reference**

- Name of the Committee
- Date of Establishment of the Sub-Committee
- Purpose: Draft and Approved by Parish Council
- Membership: Description of the members, skillset, representative qualifications etc., length of appointment, must include a defined time of membership.
- Process for appointing the chairperson; (it is good practice to have the parish council appointing the chairperson) and length of appointment of the chairperson
- Reporting requirements: Frequency, by whom and how, e.g., chairperson, in writing and verbally to the parish council on a monthly/quarterly/annual basis and to the AMP.
- Delegations of Authority: The parish council will determine the extent of the decision-making provided to the sub-committee.
  - For example, a Finance Sub Committee may do the due diligence on the choice of auditor, getting quotes for the work and determining the extent of the work. However, the approval of this decision is to be made by Parish Council and in this instance, confirmed by the Annual Meeting of Parishioners.
  - The Treasurer or if the parish has no Treasurer, the book keeper is often a member of this Committee and can participate actively in the discussions and making recommendations to Parish Council for its consideration.
  - A Fundraising sub-committee may propose how it will raise parish funds during the year, once the targets have been set by Parish Council and the people who will lead these efforts. These decisions will need to be approved by the parish council, and fit

within the overall budget, vision and plans set by parish council. They will also need to follow the financial management controls put in place by parish council and the wardens.

- Review: Each sub-committee is to be reviewed annually after each Annual Meeting of Parishioners by the new Parish Council who will review the Terms of Reference, if appropriate, appoint the chairperson, the membership and renew or update the delegated authorities for the ensuing year.
- Conflict Resolution processes should be outlined in the Terms of Reference
- Closure: Outlining how the sub-committee will be closed and when or on what conditions

### **1. Delegations from Parish Council**

- No sub-committee can make decisions independently of the parish council, it can only make recommendations to be approved, or not, by the Parish Council. It will 'do' the work and provide the information and make the recommendations to the Parish Council for the council to make the decision.
- No sub-committee can open a bank account.
- No sub-committee can retain money or spend money without the appropriate delegations and approvals.
- It cannot hire or fire people.
- It cannot establish a team without approval from the Parish Council and the Oversight Committee.
- It cannot create its own brand and set itself up separately from the parish and the Anglican Church.

### **2. Reporting Requirements**

All sub-committees must include within their Terms of Reference the direction on how to report back to the Parish Council and at the AMP, to the parishioners annually or more frequently as requested. The Terms of Reference will include details of how to report in writing and verbally; who will do the reporting and the range of communications that will be expected, through the pew sheet, to Parish Council, to the AMP, on the parish website etc. All these need to be approved by the Parish Council.

### **3. Closing a Committee**

The Parish Council has the right to close a sub-committee when it determines. This can be pre-empted by including such details in the Terms of Reference, where a committee has a single objective that may be time limited such as a building committee or a fete committee etc.

The Council may close a sub-committee for a range of reasons including if its purpose is ended; if the membership is unachievable; if the performance is not appropriate; or if it is not accountable.

Where the decision is made to close a Sub Committee, Parish Council will give notice to the committee of its intention to close and as appropriate, will meet with members and will acknowledge the work and the commitment and give thanks.