

# TRLA Meeting Policy

## 1 Role and responsibilities of the members of TRLA

### 1.1 Role of the Executive Committee (office bearers)

- a) The Executive Committee of TRLA, elected at the Annual General Meeting, consists of the key positions.
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Minutes Secretary
- b) The Executive Committee of TRLA holds the overall responsibility for governance, management, and strategic direction, ensuring TRLA achieves accountable performance aligned with its goals and objectives.
- c) Key objectives include advancing TRLA's Vision, enhancing its value to members and stakeholders within an appropriate framework, and ensuring proper management.
- d) The Executive Committee is responsible for the direct management of all TRLA staff.
- e) The TRLA Executive Committee will hold at least 4 meetings per year to discuss staff performance, strategic and operational achievements and financial position.

### 1.2 Responsibilities of the Executive Committee

- a) Providing strategic direction and deciding upon strategies and objectives in collaboration with the Executive Officer (EO).
- b) Monitoring the strategic direction and attainment of strategies and objectives in conjunction with Executive Officer.
- c) Overseeing overall governance, including control frameworks, delegated authority, risk management, and policies.
- d) Facilitating improved relationships with members and key stakeholders.
- e) Monitoring and achieving non-financial objectives, including environmental, social, and governance goals as per the TRLA Strategic Plan.

- f) Supporting a culture aligning with the ~~Purpose~~ Mission and Vision and fostering ethical behaviour.
- g) Ensuring sound succession planning and compliance with relevant laws.

### **1.3 Role of the General Committee**

The General Committee is elected through the Annual General Meeting and can be up to eight members as per the TRLA constitution (14.1(b)). The role of the General Committee is an advisory committee to provide stakeholder feedback and advice on Landcare projects and strategies.

### **1.4 Responsibilities of the TRLA General Committee.**

- a) Providing input into strategic direction through planning workshops and meetings.
- b) Attending Committee and Members Meetings and providing feedback on projects, initiatives and TRLA reports.
- c) Providing feedback to overall governance, including control frameworks, delegated authority, risk management, and policies.
- d) Facilitating improved relationships with members and key stakeholders.

## **2 Specific responsibilities**

### **2.1 Individual members**

- a) Individual members must participate constructively, consider circulated materials, support majority decisions, safeguard TRLA's reputation, and act as advocates.
- b) Members are encouraged to promote TRLA's interests and engage with stakeholders, abiding by the Landcare NSW Media Policy as a member organisation of Landcare NSW.
- c) Specific duties and responsibilities may be detailed in role descriptions, subject to periodic amendments.

### **2.2 TRLA President**

- a) TRLA's President will be appointed in accordance with rule 43.1 of the Constitution.
- b) The TRLA President, appointed according to the Constitution, assumes a leadership role in guiding the committee and shaping the TRLA's strategic direction.
- c) Responsibilities, detailed in a separate role descriptions, may be periodically amended.

## 2.3 Treasurer

It is the duty of the Treasurer of the association to work with the EO and Administration Officer (AO) to ensure:

- a) that all money due to the Association is collected and received and that all payments authorised by the Association are made, and
- b) that correct books and accounts are kept showing the financial affairs of the Association, including full details of the Association and reported to at least three meetings.
- c) ensure timely and accurate Australian Tax Office (ATO) reporting is completed on a quarterly basis.
- d) to oversee the annual audit and ensure transparent and accurate financial activities are being undertaken to protect the interests of the members and funding bodies.

## 2.4 Public Officer

The Public Officer is appointed at the Annual general meeting from either a Committee Member (Treasurer) or Staff (EO or AO).

It is the duty of the Public Officer to:

- a) Complete the annual reporting requirements to ACNC
- b) Ensure all appropriate annual reporting requirements are completed for the Association.

# 3 Member composition and meetings

## 3.1 Meetings

- a) The General Committee must meet at least three times in each period of 12 months at such place and time as the Committee may determine (20.1).
- b) In accordance with constitution (section 20.5), quorum for meetings consists of a minimum of three members present and entitled to vote.
- c) If a quorum is not present within 30 minutes of the commencement time, then the meeting is required to be rescheduled.
- d) The Minutes Secretary will distribute previous minutes and agenda at least 48hrs time before each meeting.
- e) The TRLA President may request the attendance of any person at the meeting who is responsible for, or associated with, a matter included as an agenda item at a meeting. That person should be noted in the minutes for the meeting as an attendee and can speak at the meeting at the invitation of the TRLA President but does not have any voting rights.

## 3.2 Minutes

- a) Minutes of all Executive Meetings are taken by the EO or an appointed individual.
- b) Minutes of General Committee Meeting are taken by the Minutes Secretary.

- c) They are to be recorded, distributed and kept with TRLA records as soon as practicable (being no later than one month after the meeting or passing of the resolution).

## 4 Remuneration and expenses

- a) Committee Members are not entitled to receive payment for their role.
- b) Subject to the requirements, Committee Members are entitled to:
  - i. be reimbursed for reasonable authorised expenses properly incurred by them in connection with the affairs of TRLA; and
  - ii. receive reasonable and proper payment for any goods supplied or services rendered to TRLA. As per the TRLA delegation policy, services provided to the TRLA must not create a conflict of interest and undergo a procurement process to ensure fairness and transparency.
  - iii. All activities which require reimbursement must first be approved by the TRLA President prior to undertaking the activity.

## 5 Conflicts of Interest

- a) Committee Members are expected to appropriately identify, disclose and manage conflicts of interest.
- b) Members must disclose all personal information and other matters that could, or do, give rise to a conflict of interest in relation to a matter or decision being considered by the Committee Members.
- c) Where a Committee Member has a material personal interest in a matter to be considered at a meeting, that Member must not be present while the matter is being considered at the meeting or vote on the matter, unless Committee Members who do not have a material personal interest pass a resolution that:
  - i. identifies the Member, the nature and the extent of the Members' interest in the matter and its relation to the affairs of the TRLA; and
  - ii. states that those Members are satisfied that the interest should not disqualify the Member from voting or being present.
  - iii. Members are required to sign a declaration which includes an undertaking to disclose conflicts of interest in a timely and appropriate manner.

## 6 Voting and decisions

- a) Questions arising at a meeting of the TRLA Committee and Membership or of any sub-committee appointed by this Committee are to be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- b) Each member present at a Meeting of the Committee or of any sub-committee appointed by the Committee (excluding the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a casting vote.
- c) Subject to rule 20(5), the Committee may act despite any vacancy on the committee.

# 7 Staff involvement in meetings

## Purpose

This policy outlines the role and responsibilities of Coordinators and other staff during Committee and Members Meetings to ensure effective governance and adherence to best practices. It is designed to clarify the status of staff as observers, detail their permissible actions during meetings, and highlight their support role in administrative and follow-up tasks.

### 1. Observer Status of staff

- **Role as Observers:** All staff members shall have observer status in committee meetings. As observers, they are present to monitor discussions, take notes, and provide administrative support, but not to actively participate in decision-making processes.
- **Participation:** All staff members can contribute to discussions, provide observations or present a paper with recommendations.

### 2. Responsibilities of staff

- **Administrative Support:** All staff members are responsible for ensuring that all relevant documentation is available to Committee Members before meetings.
- **Follow-up Actions:** After meetings, coordinators shall support Committee Members by following up on assigned actions, tracking progress, and ensuring deadlines are met.
- **Report Preparation:** All staff members may be tasked with writing reports or papers with recommendations for the committee. These documents should be based on thorough research and align with the strategic goals of TRLA.

### 3. Best Practices for Meetings and Governance

- **Training and Development:** All staff members and Committee Members are encouraged to use Community of Practice funds (LEP employees) to attend training sessions on best practices in meeting management and governance. These sessions should focus on enhancing skills such as effective communication, decision-making, and strategic planning.
- **Documentation and Records** All staff members must maintain accurate records of meetings in direction to their roles and responsibilities, including decisions made, actions assigned, and follow-up requirements. These records should be readily accessible to all Committee Members.