

Mount Roland Land Care

Subcommittee Roles and Responsibilities, March 2024

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MRLC

Subcommittee Roles and Responsibilities

Mount Roland Land Care Inc (MRLC) is managed by a Committee which aims to provide governance, ensure good leadership and adhere to principles of best practice. The Committee formally appoints subcommittees (under Section 23 of our constitution) to provide focus on, and better manage its diverse range of projects.

The Committee prescribes the powers and functions of individual subcommittees and sets a quorum. They may also invite others with an interest or appropriate skills to become a member of a subcommittee without voting rights, whether or not that person is a member of MRLC. A subcommittee typically has three to six members.

Once a subcommittee has completed its task, it is disbanded.

The Role of Subcommittees:

Subcommittees are appointed to develop or administer a particular project or area of activity and are answerable to the Committee.

To operate effectively a subcommittee needs clear objectives, an action plan and sufficient resources to carry out the plan. For example, this could be in the form of a simple Terms of Reference, which is presented to the Committee prior to any decisions being made by the subcommittee. It is important to ensure all members of a subcommittee are clear about what needs to be done and who is going to do it. Subcommittees meet as required between committee meetings.

The Responsibilities of Subcommittees:

Subcommittees have a Chair, keep records of their meetings, and report back to the Committee, usually in written form provided prior to the monthly Committee meeting. Actions recommended by subcommittees are approved by the Committee before they are carried out.