
Governance Committee Terms of Reference

Purpose and Scope

Reporting to the Board, the Governance Committee will:

1. Advise and support the Board to ensure that:
 - a. an effective governance framework is in place for the College;
 - b. the Constitution meets regulatory requirements, reflects contemporary best practice and supports the College strategy and operations;
 - c. the Board, its Committees and its Directors effectively review their performance.
2. Develop and maintain a contemporary Board and Director induction and professional development policies.
3. Review and recommend updates to College policies.

Agenda

Where practicable the agenda, together with any reports or documents that relate to the agenda, should be forwarded to members at least 5 working days prior to a meeting

Minutes

Accurate minutes (or actions) should be kept of each meeting and circulated to committee members for ratification (within a reasonable timeframe following the meeting), and then formally confirmed at the next meeting of the committee. Approved Minutes of meetings are to be provided at the next Board Meeting subsequent to a meeting of the Nominations Committee.

Conflicts of Interest

All members of the Committee must abide by the ACHSM Conflict of Interest Policy. At the commencement of each meeting, members should be prompted to specify any conflicts of interest they may have in respect of the proposed agenda.

If any conflicts are noted, they should be managed according to the Policy.

Membership & Accountability

- The Governance Committee is a subcommittee of the ACHSM Board, and all members will be appointed by the Board and will comprise not less than three, and up to four members, all of whom will be non-executive members.
- The Board shall appoint a Director from the ACHSM Board with practicing legal expertise to Chair the Governance Committee.
- The CEO / Company Secretary will attend and provide administration support to the Nominations Committee.

Quorum

3 Members as appointed by the Board are required to conduct a meeting.

Frequency of meetings

As needed. At a minimum this committee will meet twice annually.