**Sub - Committee Name:**

**Policy Review Sub-Committee**

**Purpose**

The Policy Review Sub-Committee was formed as a result of an identified need within and across all insert organisation name strategic, operational and compliance needs to:

* + provide direction
	+ foster collaboration
	+ remove obstacles to the Committee’s successful delivery, charter and function
	+ provide counsel
	+ provide advice
	+ provide scrutiny
	+ facilitate approval and recommendations

The sub-committee’s role is primarily to acquit these aims, including but not limited to the above list.

**Term / Review**

Terms of Reference are effective from insert date of CoM endorsement and continues until Insert date 12 months on*.* On completion of this term, a review of the ToR and committee itself will be undertaken to determine the charter and scope for this committee ongoing. To be reviewed on by Insert month and year.

**Scope**

The extent and range of subject matter which is relevant to this committee is detailed below. This can be reviewed at the discretion of the committee at any time, in order to maintain relevance of the committee’s role and purpose.

* + policy review, policy development and policy needs analysis
	+ endorse policies on behalf of the Committee of Management
	+ compliance

**Membership**

* membership nomination is invited by the President/Chair of the CoM at an ordinary CoM meeting and recorded in the minutes of that meeting
* membership is voluntary
* membership must consist of a minimum of two [2] Committee of Management (CoM) members
* minimum membership must consist of four [4] members

The insert current year Policy Review Sub-Committee membership will consist of:

Member names below eg; Member position below eg;

John Smith Committee of Management Member

Betty Smith Manager/Coordinator

Joe Johns Student Administrator

**Meetings**

* **Frequency** – meetings to be held *eg;* *on the second Wednesday morning of every calendar month, commencing at 10:30am.* Option to increase or decrease as required
* **Attendance** – members to attend all meetings; in the event a member cannot attend,

 it is expected that feedback be provided for policies under review.

* **Quorum** – the minimum number (quorum) needed to conduct business on behalf and for the Policy Review Sub- Committee will be three [3] members
* **In the absence of a quorum,** policy reviewsand endorsement can take place via the process of circulation (email, phone, text); with final endorsement formalised in writing via email
* **Location** – meetings will be held on premises at insert organisation name.
* **Procedures** – all meetings will have an agenda and be minuted. Chair position will be rotated between members. Agenda and minutes will be prepared and distributed via email unless an alternative electronic tool is sourced. Communication between meetings will be via email unless an alternative communication platform is sourced.

**Reporting**

* + Executive Officer to report to Committee of Management – monthly
	+ Policy Review Sub-Committee will be a standing report agenda item on all CoM meeting agendas.
	+ Share all communications and information with all committee members
	+ Policy Sub-Committee outcomes communicated to general staff, via standing agenda item at minuted staff meetings.

**Deliverables**

* Maintenance, review, update and currency of all insert organisation name policies, procedures and filing
* Ensuring maintenance of Document Management System (DMS) pertaining to all insert organisation name policies and procedures
* Maintaining at all times the focus of sub-committee’s agreed scope, role / purpose and deliverables
* Acquit the purpose of the committee – when no longer needed or relevant.

**Amendment, Modification or Variation**

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Policy Review Sub-Committee Members.