

**Terms of Reference – Orana Committee**

Approved by the GGT Board – June 2022

The Orana Camp Management Committee (“the Committee”) will oversee, support, and provide recommendations to the Board (“Board”) of the Girl Guides Association of Tasmania (“GGT”) about the overall operation and day to day running of the Orana Camp property, located at 146 Roches Beach Road, Roches Beach (“Orana Camp”).

The Committee is a sub-committee of the Board in accordance with the constitution of GGT.

MEMBERSHIP

The Committee shall consist of at least six (6) members. Membership of the Committee will be open to any interested adult or by invitation of the Chairperson.

Committee members are volunteers representing different aspects of the Orana camp including young people, parents and/or carers, businesses, and local people. The members contribute to the Committee’s vision and values which include responsibility for keeping the Orana Camp at the heart of the community, maintaining strong community links and effective communication with all local stakeholders. Local Committee members ensure the involvement of the Orana Camp community is a priority to the Committee and ensure this aligns to Girl Guides Tasmania’s vision and values.

A committee member does not necessarily have to be a member of GGT but must sign the Code of Conduct of Girl Guides Australia. Members must comply with any required Child Safe-Child Friendly requirements of GGT, including obtaining and maintaining a Working with Vulnerable People registration card and submitting to regular police checks as required.

A representative of the Board may attend Committee meetings as an observer or in an advisory capacity or at the request of the Committee. The Committee may request the attendance of other interested parties to assist in providing expert advice or assistance.

The committee shall elect its own Chairperson annually at the Orana Camp Committee meeting (“AGM”) to be held prior to the Annual General Meeting of Girl Guides Tasmania and the Chairperson may be eligible for re-election for a further two terms of one year each.

With the approval of the Board, the Committee shall have the power to co-opt or to establish an ad hoc special purpose team to deal with specific issues.

TERM OF APPOINTMENT

The term of Committee members is three (3) years. Both the Board and the Committee member may agree on further terms as required

FUNCTIONS

The Committee's main function is to provide recommendations to the Board in its management of the Orana Camp, drawing from the community knowledge and experience of the Committee's members. This includes recommendations regarding:

- maintenance of the grounds and buildings.
- GGT's plans for future expansion and/or needs of the property.
- the management and day-to-day operation of the property.
- day-to-day caretaking requirements; and
- management of disputes, risks and any other matter associated with the Orana Camp.

PROCEDURES

The Committee may enter into contracts on behalf of GGT for the procurement of goods and services within approved budget up to the value of \$10,000.00 (excluding GST) subject to providing regular financial reports to the Board of GGT; anything above this amount should be submitted to the Finance, Audit and Risk Committee for approval. Outside of this, up to \$5,000.00 may be spent without approval for emergency repairs and situations.

The Committee shall:

- meet once a month or as required.
- comply with the Constitution, policies, and procedures of GGT.
- in conjunction with Guide House, prepare a budget for consideration by the Board of GGT each year in time for the annual budget review.
- prepare minutes reflecting discussions and decisions of the Committee and make them available to the Board.
- Prepare a plan of works on an annual basis

To achieve a quorum, the Committee must have at least 50% of members present plus 1 including the Chair.

These terms of reference will be reviewed at the request of the Committee or at any time determined by the Board in consultation with the Committee.