

Terms of Reference – Working With Women Alliance Governance Committee

Background

YWCA Canberra has been awarded the contract for the Working With Women Alliance (WWWA) through funding from the Commonwealth Government. The WWWA must establish two distinct civil society networks (Alliances) to ensure women's voices are heard in the policy-making process.

The intended outcomes are that the WWWA:

1. establish the National Women's Equality Alliance (NWEA) and continue the work of the National Women's Safety Alliance (NWSA)
2. represents Australian women, including underrepresented women
2. collaborates with policy-makers to inform the Government's understanding of policy issues affecting Australian women's safety and economic equality
3. collaborates with policy-makers to inform the development of policy solutions to issues affecting Australian women's safety and economic equality.

The National Women's Alliances, including the National Women's Safety Alliance and National Women's Equality Alliance, are expected to undertake the following activities:

1. grow a membership base of organisations and individuals, including women who are underrepresented
2. work collaboratively with other Alliances
3. consult with Australian women to identify issues affecting Australian women
4. gather evidence to develop solutions to priority issues affecting Australian women.

Role of the Governance Committee

The role of the Governance Committee is to provide governance leadership and oversight to the WWWA. In particular, the Committee will:

- Manage the WWWA contract issued by the Office for Women.
- Appoint and manage the Executive Director of the WWWA.
- Approve the Activity Work Plan (AWP) and monitor performance against KPIs.
- Liaise with the Office for Women on contract matters.
- Define NWEA and NSWA membership eligibility criteria.

Duties of the Governance Committee

The duties of the Governance Committee will be:

- Meet with the Executive Director of WWWA every two months to monitor performance against AWP KPIs.
- Provide oversight on risk and compliance.
- Monitor the financial performance against the approved budget.
- Approve reports to the Office for Women as required by the contract.



- WWSA membership decisions outside the Executive Director delegation.

Committee Operating Parameters

Delegation

The Governance Committee will have the equivalent delegation of the YWCA Canberra CEO in relation to the WWSA Program.

Chair

The Chair of the Governance Committee will be the YWCA Canberra CEO.

Membership

The Committee will comprise two members from:

1. YWCA Canberra CEO
2. An independent member who is a CPA or CA qualified accountant

The members will be appointed for the term of the WWSA contract.

The quorum for the Committee is two members.

The YWCA Canberra Executive Director of Finance and the WWSA Executive Director will attend all Committee meetings.

Meetings

The Governance Committee will hold a meeting every two months, either in person or by digital means. These meetings may be supplemented by additional teleconferences as required.

The WWSA Executive Director is responsible for providing a draft meeting agenda. The Committee Chair will approve the agenda for all Committee meetings.

Unless otherwise agreed by the Committee Chair, notice of meetings and supporting documentation are to be dispatched to Committee members seven days in advance of the meeting date.

Conflicts of Interest

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from committee discussions on the issue where a conflict exists. YWCA Conflict of Interest Policy will apply.



Voting

Any matters requiring decision will be decided by a consensus of members present. In the event of an impasse, the matter will be elevated to the YWCA Canberra Board, though the YWCA Canberra Chair.

Secretariat duties

The WWWA Executive Director will act as secretary to the Governance Committee. The secretary will assist the Chair by providing secretariat support including developing and distributing agendas, papers, minutes and calendar. Secretariat duties will be delegated as required to the WWWA Policy Officer.

Minutes

Minutes must be prepared, approved by the Committee Chair and circulated to the members within two weeks of a meeting. They must be ratified and signed by the Chair, at the next meeting of the Committee.

Reporting to YWCA Canberra Board

Following each meeting, the Chair will provide a report to the YWCA Canberra Board.

Confidentiality

Governance Committee members have an obligation not to use or disclose information provided in confidence without consent of the Chair, the party who provided the information or as otherwise authorised or permitted by law. Confidential information provided as part of the Governance Committee is provided to enable members to perform their responsibilities. This includes information relating to agenda items to be discussed. You must take all reasonable steps to ensure this information remains confidential and is only disclosed where authorised or permitted by law.

Reviews

The Governance Committee will review its performance on an annual basis. The review may be conducted as a self-assessment and will be coordinated by the Committee Chair. The assessment may seek input from any person.

The Governance Committee should review this Terms of Reference and its composition annually to ensure that it remains consistent with the WWWA's objectives and responsibilities. The YWCA Canberra Board should consider the Governance Committee review and either approve or further review the committee's Terms of Reference.

Endorsed by: YWCA Canberra Board

