

Terms of Reference

**[Community Energy Foundation]** Incorporated

**Community Working Party**

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## Terms of Reference

### 1. Background

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In accordance with rule 6.3 of the constitution of [Community Energy Foundation] Incorporated (**Foundation**), the Foundation has established the Community Working Party (**Community Working Party**) as a subcommittee of the Foundation and delegated to the Community Working Party those powers and functions contained in these Terms of Reference.

### 2. Purpose and responsibilities

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#### 2.1 Purpose

The purpose of the Community Working Party is to assist the Foundation with its establishment and ongoing operations with a view to empowering suitably qualified representatives of the community to control the ongoing operations of the Foundation.

#### 2.2 Responsibilities

(a) The Community Working Party shall provide recommendations to the Foundation in relation to the establishment and ongoing operations of the Foundation, including:

- (i) [insert];
- (ii) [insert]; and
- (iii) [insert].

**[HWLE Drafting Note: Please insert specific responsibilities of the Community Working Party.]**

(b) The Community Working Party is an advisory committee only and any decisions made by the Community Working Party will not bind the Foundation. The Foundation retains sole discretion in relation to all decisions concerning the Foundation's establishment and ongoing operations.

## 3. Membership

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### 3.1 Membership

Membership shall comprise:

- (a) [insert number] representatives of [insert name of regional local government association (if applicable)] ; and
- (b) [insert number] representatives appointed from within the [insert name of relevant region] region that are suitably qualified representatives of the community.

### 3.2 Appointment and removal

- (a) The Foundation shall appoint the members of the Community Working Party for the period and on the terms as the Foundation determines.
- (b) The Foundation may at any time remove and replace a member of the Community Working Party.

## 4. Conduct of Members

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Members of the Community Working Party are expected to:

- (a) willingly and regularly attend and contribute to meetings of the Community Working Party;
- (b) prepare for meetings of the Community Working Party;
- (c) treat other members of the Community Working Party with courtesy and respect;
- (d) be mindful of the potential for a conflict of interest, and to declare such conflicts as and when they arise;
- (e) where necessary, maintain confidentiality; and
- (f) [insert others].

## 5. Role of the Chair

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- (a) The Chair will be nominated and appointed by the Foundation.
- (b) If the Chair appointed under clause 5(a) is not present within 30 minutes after the time appointed for the holding of a meeting of the Community Working

Party, the Community Working Party will appoint another member of the Community Working Party to chair that meeting.

- (c) The Chair is responsible for:
- (i) preparing and circulating an agenda prior to a meeting of the Community Working Party;
  - (ii) reporting the outcome of meetings of the Community Working Party to the Foundation;
  - (iii) providing general updates of the Community Working Party to the Foundation; and
  - (iv) authorising any correspondence arising from the Community Working Party.

## 6. Meetings

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### 6.1 Meetings

The frequency of meeting will be determined by the Foundation and may be varied on an as needed basis.

### 6.2 Minutes

A written record of each meeting is to be made and circulated to the Foundation and all members of the Community Working Party.

### 6.3 Decision making

As far as possible, the Community Working Party should make decisions by consensus. When this is not possible the Chair may hold a decision over until further information can be obtained, and/or take a vote amongst the members of the Community Working Party. If a vote is required, all members of the Community Working Party (including the Chair) have equal voting rights.

### 6.4 Quorum

To form a quorum, [insert number] of members of the Community Working Party must be present for an Community Working Party meeting to be held.

## 7. Changes to the Terms of Reference

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These Terms of Reference may be reviewed and amended at any time by the Foundation.