



## **GIRL GUIDES VICTORIA**

### **EXECUTIVE COMMITTEE**

#### **TERMS OF REFERENCE**

##### **Role**

Executive Committee is responsible for the governance, management, strategic planning and control of Girl Guides Victoria.

The Constitution of Girl Guides Victoria and the Bylaws of Girl Guides Victoria describe the role and membership of the Executive Committee in detail.

##### **Accountability**

Executive Committee is accountable to the State Council of Girl Guides Victoria.

##### **Membership**

The membership of the Executive Committee consists of 9 elected members and the following voting ex officio members: State Commissioner, Treasurer, Governance Chair, and non voting members: GGV nominee to the GGA board, Chief Executive Officer and State Commissioner elect.

Employees of Girl Guides Victoria and Department Managers may not be elected members of Executive Committee.

The absence of a member without apology for three consecutive meetings may cause a casual vacancy to occur.

##### **Sub Committees**

Work of Executive Committee will be delegated to sub committees as required. All members of Executive Committee are expected to be a member of, or to chair, a subcommittee.

##### **Meetings**

Executive Committee will meet at least 8 times per year.

## **Quorum**

The quorum will be 50% of the voting members of the Committee.

## **Responsibilities**

The responsibilities of the Executive Committee are to:

1. Make By-Laws as necessary to carry out the aim and policies of Girl Guides Victoria.
2. Administer the funds, property, investments, bank accounts and other assets of Girl Guides Victoria.
3. Ensure an annual report of the work of Girl Guides Victoria is prepared and to approve the audited annual accounts as recommended by the Finance and Risk sub committee.
4. Elect and recommend the State Commissioner Elect to State Council for her appointment.
5. Elect the Governance Chair.
6. To appoint Region Managers, Department Managers, chairs of sub-committees of Executive Committee, and members of other committees and office bearers according to the By-Laws.
7. Appoint the Chief Executive Officer who is responsible for ensuring efficient management of all departments of Girl Guides Victoria.
8. Develop and implement a Strategic Plan for Girl Guides Victoria.