

GIRL GUIDES VICTORIA
EXECUTIVE COMMITTEE
TERMS OF REFERENCE



Role

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

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 Girl Guides Australia board, Chief Executive Officer, and State Commissioner elect.

Employees of Girl Guides Victoria and State 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 sub-committee.

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 Bylaws 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 examine the audited annual accounts as submitted by the Finance 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, State Managers, chairs of sub-committees of Executive Committee, members of other committees, and office bearers as appropriate.
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.