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## Mevagh Family Resource Centre

### Terms of Reference for Working Groups and Sub-Committees

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<b>Document:</b>	<b>Terms of Reference for Working Groups and Sub-Committees</b>
<b>What is this?</b>	This is the Mevagh Family Resource Centre's (Mevagh FRC) current Terms of Reference (TOR) for Working Groups and Sub Committees
<b>CRA Code Sections:</b>	3.5
<b>Notes:</b>	This document serves as the policy for setting terms of reference for the working groups and sub committees of Mevagh FRC
<b>Use of Document</b>	Directors of Mevagh FRC - CRA Compliance
<b>Date Policy Approved:</b>	This TOR was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 09.12.24.
<b>Review Date:</b>	This TOR will be reviewed by the Voluntary Board of Directors of Mevagh FRC on 09.12.27.

## **Policy**

It is the policy of the Mevagh FRC to develop organisational structures, including sub-committees and working groups, which promote participation from the wider community, encourage learning, provide accountability and ensure that the overall responsibility of managing Mevagh FRC is shared amongst members.

Sub-committees of the Voluntary Board of Directors are generally established on a long-term basis to deal with specific areas of management responsibility. The most common sub-committees are Finance, HR, Governance and Staff Liaison.

Working groups are established to carry out a specific task (e.g., fundraising, organising an event, to draft a number of policies and procedures, to organise the AGM etc.) or work with a named group (e.g., young people, people parenting alone, older people etc.) or issue (e.g., alcohol and drug addiction). The establishment of working groups reflects Mevagh FRC's commitment to the community development principle of participation, and they are often convened to help the Centre achieve the aims it set in its work-plan for the group in question.

By having sub-committees / working groups:

- There is less pressure on the Chairperson and other Officers of the Voluntary Board of Directors.
- Members of the Voluntary Board of Directors are not expected to be 'experts' on all areas of management. If there are gaps in Board knowledge and expertise, advice can be sought from suitably qualified people from outside the organisation who are not, or do not want to serve as, a Director of the Company.
- New members of the Voluntary Board of Directors can work with more experienced members to develop their skills.
- The work of the FRC and the decision making is shared.
- Board meetings are more effective because information can be collected by the sub-committee / working group and presented to the Board in an abridged and accessible form.
- Individuals have the option to participate more in particular areas of the work of the Centre by becoming a member of a sub-committee/working group.

When establishing sub-committees or working groups it is essential to have clear Terms of Reference that are explicit about how much authority the group has – particularly in relation to making and implementing decisions. Serious problems can arise if these limits are not clear. The Terms of Reference for a sub-committee/working group will define what issues can be covered at meetings and whether the purpose is informative, consultative, decision making or a combination of these.

## **Procedures**

Terms of Reference will be discussed and agreed by the Voluntary Board of Directors and the new sub-committee/working group under the following headings:

### **1. Purpose of the Sub-committee / Working group**

- What are the aims and objectives of the sub-committee/working group?

### **2. Composition of the Sub-committee/Working group**

- What skills, experience and knowledge are required?
- Who should be represented on the sub-committee/working group?

- How many people should be on the sub-committee/working group?
- How often should the membership change?
- How will new members be recruited?

### **3. Organisation of the Group**

- How often will the sub-committee/working group meet?
- Who calls the meetings, draws up the agenda and takes the minutes?
- How will the sub-committee/working group be supported by the FRC – what resources will be made available to them?
- What is the relationship of the sub-committee/working group with staff of the FRC?

### **4. Power of the Group**

- Does the sub-committee/working group have the overall responsibility for a particular area of work or is its purpose to gather information and make proposals or recommendations to the Voluntary Board of Directors?
- What decisions or action can the sub-committee/working group make or take on its own (delegated powers)?

**N.B.** It is essential to be clear what the group will not have the power to do. Working groups and sub-committees cannot make a decision that will have legal or financial implications for the FRC without the agreement of the Voluntary Board of Directors.

### **5. Communication**

- How is the sub-committee/working group expected to report back to the Voluntary Board of Directors and who is responsible for this?
- Is the sub-committee/working group expected to produce an interim report (specify when) on its progress and produce a final report when the work has been completed?
- Can the sub-committee/working group address the media directly without going through the Voluntary Board of Directors or the Manager?
- Can the sub-committee/working group represent the FRC publicly?

### **6. Resources of the Group**

Most sub-committee/working groups need a certain level of funding to operate.

- Who covers the operational costs of the sub-committee/working group?
- Does the FRC allocate a certain level of financial support directly to the sub-committee/working group – and if so, how much and who authorises it?
- How does the sub-committee/working group account for any funding that it receives?

### **7. Time Scale**

- Is the sub-committee/working group limited by time – if so, set a completion date?

**Review**

This policy will be reviewed every three years, or sooner if the nature of the work of the sub-committee/working group changes in any way. Should this happen – a new Terms of Reference will be drawn up and agreed.

Signed: Liz Byrne (Chairperson)

Date: 09 / 12 / 24

Signed: [Signature] (Director)

Date: 09 / 12 / 24

**Revision History**

Revision No.	Approval Date	Document Reference & Changes Made	Name