



Terms of Reference

National Women's Safety Alliance Governance Committee

Background

YWCA Canberra has been awarded the contract for the National Women's Safety Alliance (NWSA) through funding from the Commonwealth Government. The NWSA must establish a civil society network (Alliance) to ensure women's voices are heard in the policy making process.

The intended outcomes are that the NWSA:

1. Represent Australian women, including underrepresented women.
2. Collaborate with policymakers to inform Government's understanding of policy issues affecting Australian women's safety.
3. Collaborate with policymakers to inform the development of policy solutions to issues affecting Australian women's safety.

Alliances, including the National Women's Safety 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 NWSA. In particular, the Committee will:

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



Duties of the Governance Committee

The duties of the Governance Committee will be:

- Meet with the CEO of NWSA 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.
- NWSA membership decisions outside CEO delegation.

Committee operating parameters

Delegation

The Governance Committee will have the equivalent delegation of the YWCA Canberra CEO in relation to the NWSA 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 that is a CPA or CA qualified accountant.

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

The quorum for the Committee is two members.

The YWCA Canberra Executive Director of Finance and the NWSA CEO 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 NWSA CEO 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 NWSA CEO 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 NWSA 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 NWSA'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