

Agenda Policy

Policy – OP01-2010

Prepared	Reviewed	Approved	Date
Trish Arnold President	August 2010	The Committee of Management	Adopted 3 rd August 2010
		To be reviewed:	August 2013
Document Owner: Committee of Management		Review Frequency:	3 years
President's Signature:			

1. The purpose of this policy is

To establish the circumstances upon which Agendas for Guild Meetings are formulated, finalized and disseminated.

2. Policy Statement

The purpose of this policy is:

- To ensure Committee Members have adequate time and information to familiarise themselves with the matters to be discussed;
- To ensure that all matters discussed are open and transparent and supported by facts, data and are in line with current Guild policies and procedures;
- To ensure the members are kept abreast of impending issues to be considered by the Guild;
- To ensure the members of the Committee and Guild who attend Guild meetings can follow the proceedings;
- To enable interested parties to keep abreast of the Guild's deliberations;
- To minimise the risk of making uniformed decisions;
- To increase the effectiveness and efficiency of the Guild Committee Meetings.

3. Principles

- Agenda Items for consideration by the Committee to be accompanied by a written report in the adopted format.
- Agenda items and reports to be delivered in electronic format to the Minute Secretary no later than nine (9) days prior to the Committee Meeting.
- The Agenda is to be delivered to Committee no later than one week prior to the Committee Meeting.

4. Who is responsible for implementing this policy?

- Preparation of reports for agenda items is the responsibility of the nominated committee member;
- Preparation of the Agenda in line with the above principles will be the responsibility of the Minute Secretary;

- Delivery of the Agenda to nominated email address of the Committee will be the responsibility of the Minute Secretary.

5. Definitions

<i>Agenda</i>	Means the business papers prepared for an Official Mildura Ballet & Dance Guild Committee Meeting.
<i>The Guild</i>	The Committee of Management of The Guild.
<i>Members</i>	

6. Legislation and other references

6.1 Legislation

- Associations Incorporations Act 1981

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Committee Report Template

6.3 Risk Assessment

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	
Committees	✓	Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	✓
Corporate Governance	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓