



Sub-committees

Policy name

Sub-committees

References

1	Policy number	
2	Date ratified	
3	Date of review	
4	Reference to evidence guidelines	
5	Responsibility	
6	Links / cross reference to other policies	

Policy statement: direction and intended end result

THC will maintain sub-committees as a formal part of the structure of the organisation. Sub-committees are recognised as part of the constitution and provide additional capacity to the organisation to achieve excellence in key areas of accountability, quality and compliance.

Procedures: examples

1. THC will form responsive sub-committees from time to time to focus on specific areas of work.
2. THC will maintain standing sub-committees in areas such as finance and audit control, HR, complaints and compliance monitoring.
3. Sub-committees will report to the board which remains the legally constituted decision making body.
4. Sub-committees will be guided by the constitution and terms of reference.
5. Each sub-committee will be chaired by a member of the board.
6. Sub-committees will maintain appropriate documentation including formal minutes.

Example evidence sources

- Terms of reference
- Minutes

Links to relevant resources

Model terms of reference for an audit committee. Link from CHFA to NSW FHA	Model terms of reference for audit committee
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