State Emergency Service
Association of NSW

Terms of Reference

Governance Sub-Committee

1. Purpose

The Governance Sub-Committee strengthens the Association's internal governance and accountability. Its focus includes the Constitution, Rules, Committee process, induction, conflict of interest and overall governance reporting.

2. Authority

The Governance Sub-Committee is established under Clause 24 of the Constitution and Rule 22 of the Association Rules. Functions are delegated by the Committee as set out in the Instrument of Delegation. The Sub-Committee makes recommendations only and does not have the authority to bind the Association.

3. Responsibilities

- Review the Constitution and Rules for consistency and compliance.
- Draft proposed amendments to the Rules for Committee consideration.
- Review induction and reporting practices and recommend improvements.
- Monitor conflicts of interest and governance compliance.
- Provide annual governance report to the Committee.

4. Membership

The Committee will appoint at least three members of the Association, including a Chair. Membership may also be extended to subject matter experts or advisors from outside the Association, where specialist knowledge or skills are required.

The following ex-officio members shall be appointed to this Sub-Committee:

a) President
b) Vice-President
c) Secretary
d) Treasurer
e) Public Officer

5. Reporting

- Minutes of meetings must be kept in accordance with Rule 30 and submitted to the Committee.
- The Chair will provide a summary report and recommendations to each Committee meeting.

6. Document Control

Approved by	Executive Committee
Approval Date	05 Feb 2026
Effective Date	05 Feb 2026
Review Date	05 Feb 2027
Version	1.1

This Terms of Reference may only be amended or revoked by resolution of the Committee, in accordance with Constitution and Association Rules.