



NRWC Governance Committee

Agenda

Notice was given that the National Rural Women's Coalition Ltd
Governance Committee Meeting
Monday 5th February, 2024, 3pm
Zoom / Virtual

Meeting opened at: 3:03pm

- Welcome by – Natalie Sommerville (Company Secretary)
- Acknowledgement of Country – Natalie Sommerville
- Attendance – Natalie Sommerville, Dr Melanie Bournell, Jan Clifford OAM
- Apologies – Nil
- Observers - Nil
- Secretariat – Keli McDonald / Gay Quelch

1. Review and Approve Previous Minutes

Minutes of the last Governance Committee Meeting held Tuesday, January 23, 2024

Motion – *Minutes of the last Governance Committee Meeting held Tuesday, January 23, 2024*

Moved: Dr Melanie Bournell

Seconded: Natalie Sommerville

Note: Ambassador Role - Securing for appropriate Name / Title 'Immediate Past President'

2. Actions Taken Since Precious Meeting

- Review of Stipends Payment – From AGM – Make changes to Stipend Policy and emailed to committee for review and updates.

Changes made – Highlighted as per attachment

- Email Stipend Amount Scenario Spreadsheet to show different options.

Gay Quelch – Explain Stipend Scenario spreadsheet

Natalie Sommerville, Dr Melanie Bournell and Cr Jan Clifford AOM agreed with moving forward as aspiration Scenario #3

Cr Jan Clifford AOM – No Changes to amount paid until funding is confirmed.

Action: Table at next Board meeting -All Directors Tuesday 12th February 2024 Stipend Policy and Scenario Spreadsheet for aspiration for all Directors.

3. Old Business

3. Ambassador Role - from General Meeting of the Board 29th November 2023

Noted: Natalie Sommerville

Make Agenda item for General Borad meeting to discuss alternative Title / Name

Discuss if must have held executive office of 6 years or may be less

Create a policy for the NRWC Ambassador Role based on the discussion held at the General Meeting of the Board – See attached Minutes.

4. ESOSOC - Policy

The National Rural Women's Coalition has been granted ECOSOC.

To ensure fair, transparent and clear understanding and processes for the use of this the NRWC requires a policy and procedure.

Keli has requested assistance from two other NWA's – WWDA and Harmony Alliance and is waiting for a response.

Action: Keli to complete Deep Drive into Policy and procedure for ESOSOC

NOTES for the Agenda Items:

From Minutes of last General Meeting of the Board held the 29th November 2023

1. Noted that need to look into the impacts and influences AI technologies – Especially Zoom
2. **NRWC Ambassador Role Discussion – Jan Clifford**

MOTION: Create an Ambassador Role for the NRWC and create a draft procedure and duties list based on the information below to be represented to the Board?

Moved : Jan Clifford

Second: Jo Stewart Rattray

- Cannot be appointed retrospectively.

- Stipend – Same as Board.
- Travel Expenses and Reimbursement – all airfares and accommodation must be booked through the office; other expenses must be authorised.
- All bookings for the Ambassador must go through the CEO
- Terms of Appointment – 12 months with reappointment option
- Only two (Maximum) concurrent ambassadors
- What service is required to offer an ambassadorship? Must have held executive office of 6 years
- How to keep the Ambassador UpToDate on current positions of the NRWC
- To be a part of the NRWC Policy & Procedures Manual
- Need Director ID
- Must have current Police and Bankruptcy check
- Must have current Working with Children certificate
- Observer at Board Meeting

Discussion:

Provides additional HR resource to the NRWC

Reflection on Constitutional Change verse's Policy Position

Keeps wisdom.

Need expected duties

Not created for Leonie specifically

Helpful to have responsibilities & duties - have clear for both parties.

ACTION: Governance Committee to work on duty and contract document.

5. New Business

Next NRWC Governance Committee Meeting

Action: Natalie Sommerville

All Policy and Procedures be added to the NRWC Website Directors Portal with Policy index and policy schedule dates for review.

Priorities Policies

6. Next Meeting Date/Time

Date: Monday 18th March 2024

Time: 3pm

7. Meeting Closed

Time: 3:52pm