



NRWC Governance Committee

Minutes

Notice has been given that the National Rural Women's Coalition Ltd
 Governance Committee Meeting
 Tuesday, January 23, 2024
 Zoom / Virtual

Meeting opened at: 1:33pm

- Welcome by – Natalie Sommerville (Company Secretary)
- Acknowledgement of Country – **Natalie Sommerville**
- Attendance – **Natalie Sommerville, Dr Melanie Bournell, Cr Jan Clifford (2:18pm to 2:50pm)**
- Apologies - **Nil**
- Observers - **Nil**
- Secretariat – Keli McDonald / Gay Quelch

1. Business

1. Mode of Work

How best for this committee to work. Dates/Timing.

Keli explained how the committee previously worked and the role / duties.

2. Review of Stipends Payment – from AGM

Policy attached.

Motion for review from AGM Minutes attached.

Discussion to increase Stipend payment / compensation for Directors to achieve higher level over period time – Funding allowing payments

Reduce hours to 3hrs @ \$150.00

Set goal to work towards to achieve higher Directors Stipend / Compensation payments

Strategic Thinking / Planning to achieve set goal

If NOT attending NRWC meetings for the full duration, that approval to be given by Chair or Board so Stipend payment can be approved for full meeting days.

Keli McDonald to make changes to Stipend Policy for Committee to review and return before next Governance Committee meeting Monday 5th February 2024

3. Ambassador Role - from General Meeting of the Board

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

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

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.

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.

2. Any Other Business

3. Next Meeting Date/Time

Date: Monday, 5th February 2024

Time: 3pm (EDST)

4. Meeting Closed

Time: 3pm