



## NRWC Governance Committee

### Minutes

**Notice has been given that the National Rural Women's Coalition Ltd**  
Governance Committee Meeting  
17<sup>th</sup> January 2025

**Hotel Indigo – Jan's Suite**  
**Governance Committee: Wendy Hick, Cr. Jan Clifford OAM, Keli McDonald**

- Welcome & Acknowledgement of Country - Wendy Hick 9.15am SA Time
- Attendance – Wendy Hick, Jan Clifford, Keli McDonald
- Absent – N/A
- Apologies – N/A
- Secretariat – Jess Davis

### 1. Review and Approve Previous Minutes

Minutes of the last Governance Committee Meeting held 9<sup>th</sup> December 2024 - Appendix 1

Motion – *“Acceptance of the Minutes from the last Governance Committee Meeting held 9<sup>th</sup> December 2024 .*

Moved: Wendy Hick

Seconded: Jan Clifford

Accepted: All

### 2. Actions Taken Since Previous Meeting

Additional information

- Communications Policy – draft provided in December 2024
- AI Policy – draft provided to Wendy 06.01.2025
- Epidemic/Pandemic Policy – draft provided in December 2024
- ESOSOC Policy –Keli has drafted and asked for Jo Stewart Rattray's input before providing final to Governance committee
- Sponsorship Policy – existing policy may need to be reviewed if working committee put in place.

Notification received on new AWiA nomination.

- ASIC to be updated, nomination announcement, website updated, nomination forms provided.

#### Spreadsheet on Member Organisations

- Jess provided Wendy with current listing – provided December 2024
- Wendy to look up the constitution and how this information needs to be reflected. Current registrar is required. How do we want this to look. Keli would like this imbedded into the AGM

### 3. Business Arising

**Action** – Wendy to ask at Board Meeting on Sunday 19<sup>th</sup> January 2025 if anyone else would like to join the committee.

**Action** – Keli and Jess to imbed the member organizations list and directors past and present into DRAFT AGM

**Action** – Keli to share Annual Report with Wendy as not originally received

**Action** – Jess to share COI Forms from YRRRAP with Keli and Wendy

### 4. New Business

#### 4.1 Policy Timetable Review

1. Confidentiality – ready for board endorsement
2. Conflict of Interest Declaration Form - ready for board endorsement
3. ECOSOC – in process
4. AI Technology
5. Communication policy
6. Debit Card Policy – ready for board endorsement
7. Reimbursement Policy – ready for board endorsement
8. Finance Committee Guideline (We also need - the role of the Treasurer)
9. Honorarium Payment Policy – put forward to board to remove this as combined with Stipened
10. Epidemic/Pandemic Policy – ready for board endorsement
11. NRWC Accident and Incident Report Form – ready for board endorsement
12. Governance Committee Policy (We also need - the role of the Company Secretary)

Are there any policies we need to develop?

**Action** – Governance Committee needs to create a Conflict-of-Interest Policy, Contract Policy, Accident and Incident Reporting Policy, Create ECOSOC Agreement form and waiver

**Action** – want to revisit how policies are grouped and if this needs changing

**Action** – Table of Contents to be created with full list of Policies and Procedures

**Action** – formatting of Policy and Procedure Documents to be uniform

**Action** – Finance Committee to set rate of travel annually as at 1<sup>st</sup> July and Reimbursement form updated to reflect this

Remainder of polices to be reviewed by.....?

4.2 Training Video for:

- Directors
- Volunteers
- Others?

4.3 Training & Development for NRWC team, example cultural training/media training,

4.4 Any other new Business?

## 5. Next Meeting Date/Time

Date: 17<sup>th</sup> February 2025

Time: 2pm (AEST)

## 6. Meeting Closed

Closed: 1.15pm

