



NRWC Governance Committee

Minutes

Notice has been given that the National Rural Women's Coalition Ltd

Governance Committee Meeting

3rd March 2025

Zoom – 2pm (NSW), 1pm (QLD)

Governance Committee: Wendy Hick, Cr. Jan Clifford OAM, Dr Skye Charry

- Welcome & Acknowledgement of Country - Wendy Hick 2.08pm
- Attendance – Dr Skye Charry, Wendy Hick
- Absent –
- Apologies – Jan Clifford (received via text message 3.30pm)
- Secretariat – Jess Davis

1. Review and Approve Previous Minutes

Minutes of the last two Governance Committee Meeting held 17th January 2025 and 17th February 2025
- **Appendix 1**

Motion – *“Acceptance of the Minutes from the two last Governance Committee Meeting held 17th January 2025 and 17th February 2025.*

Moved: Dr Skye Charry

Seconded: Wendy Hick Accepted: ALL

2. Actions Taken Since Previous Meeting

17th Jan 2025

Action –Update Member organisations list and directors past and present list (as per AGM list) in to spreadsheet will need to us information from 20 year celebration book. – *in progress*

Action –Revisit how policies are grouped and if these needs changing – *not yet started*

Action – Table of Contents to be created with full list of Policies and Procedures – *draft in place/ongoing*

Action – Formatting of Policy and Procedure Documents to be uniform - *ongoing*

Action – Finance Committee to set rate of travel annually as at 1st July and Reimbursement form updated to reflect this – *flagged for July finance meeting*

Action - Training Video for: - *in progress*

- Directors
- Volunteers
- Stakeholders

Action - Honorarium Policy, combine the Stipend Payment Policy to include the President’s Honorarium Payment - *not yet actioned*

Action - ECOSOC Agreement Form and Waiver to go with Policy – *not yet actioned*

Action - AI Technology Policy - shared with Jo Stewart-Rattray in early February 2025 before presenting to board

ACTION – Jess to share document with governance committee by 21.02.25 and shall be reviewed within next three months by governance committee. – *shared 19.02.25*

ACTION – Governance Committee review the AI policy once circulated and make note of suggestions for updating the policy

Action – New Policy development from January Governance meeting and Directors meeting (Jan 2025)

1. Contract Policy and a Register of Contracts

ACTION - Jess to keep working on draft policy and have ready to present to governance committee at future meeting

2. Role of Treasurer – *not yet started*
3. Governance Committee Policy – *not yet started*
4. Role of the Company Secretary – *not yet started*
5. Finance Committee Policy – *not yet started*

ACTION – Policies 2 – 5 to be worked on over next 4 – 6 week period by Jess and presented to committee for review as other policies are finalised.

17th February 2025

Conflict of Interest Policy – Work started on policy during February meeting. Committee got up to point 5 “Policy”

ACTION – Jess to share draft document with changes discussed in meeting to the governance committee to continue working on before next meeting to be held in early March 2025. – *shared 17.02.25*

ACTION - The Governance Committee members to review the new draft Conflict of Interest Policy once circulated, and put forward via email or other means prior to the next meeting suggestions for updating the policy further if possible. Governance Committee to continue working on Conflict of Interest Policy at early March Meeting.

NRWC Accident and Incident Report Form - Reviewed by board on 19th January and want the governance committee to revisit and think about including/creating a separate damage/insurance claim policy.

ACTION – Jess to circulate form to the governance committee by 21.02.25. A draft policy is to be provided with this form for the governance committee to review and bring back suggestions to the next meeting in March 2025. – *shared 19.02.25*

ACTION – Governance Committee to read through the Accident and Injury Policy form, gather ideas and examples to begin drafting the Accident and Injury Reporting policy once Conflict of Interest and AI policies are sent to Board for endorsement.

Privacy Policy G2 V2 Feb25 – need to state how long hold documents for (As per ATO ruling, Australian Privacy Policy)

ACTION – Jess update information as per email correspondence with Wendy on 17th Feb 2025 and share with governance committee by 21.02.25. – *shared 19.02.25*

ACTION - Governance Committee to read through Privacy Policy and put forward/note any suggestions for updating this policy ready for discussion at future meeting.

ACTION – Once endorsed by Board update website.

Communication policy – in draft. Discussed and parked until other policies mentioned are finalised and then come back and work on this policy.

ACTION – Jess to read through policy and have ready to present to governance committee within next three months

3. New Business

The Governance Committee will continue to work through all remaining policies as they are able to, working towards having all to most policies reviewed by the end of the calendar year.

3rd March 2025

Conflict of Interest Policy – Work started on policy during February meeting. Committee got up to point 6 “Process” which is highlighted in yellow on draft document.

ACTION – Jess to share draft document with changes discussed in meeting to the governance committee to continue working on before next meeting to be held mid April 2025. – *shared 03.03.25*

ACTION - The Governance Committee members to review the new draft Conflict of Interest Policy once circulated, and put forward via email or other means prior to the next meeting suggestions for updating the policy further if possible. Governance Committee to continue working on Conflict-of-Interest Policy at April Meeting.

5. Next Meeting Date/Time

Date: 14th April 2025

Time: **2pm**

6. Meeting Closed

Closed: 3pm

APPENDIX 1



NRWC Governance Committee

Minutes

Notice has been given that the National Rural Women's Coalition Ltd
 Governance Committee Meeting
 17th February 2025

Zoom – 2pm (NSW), 1pm (QLD)
Governance Committee: Wendy Hick, Cr. Jan Clifford OAM, Dr Skye Charry

- Welcome & Acknowledgement of Country - Wendy Hick 2.10pm
- Attendance – Dr Skye Charry, Wendy Hick, Jan Clifford OAM
- Absent – N/A
- Apologies – N/A
- Secretariat – Jess Davis

1. Review and Approve Previous Minutes

Minutes of the last Governance Committee Meeting held 17th January 2025 - **Appendix 1**

Motion – *“Acceptance of the Minutes from the last Governance Committee Meeting held 17th January 2025.*

Moved:

Seconded:

Accepted:

Please carry minutes from January meeting over and approve along with February Meeting minutes at meeting in March 2025.

2. Actions Taken Since Previous Meeting

To be endorsed at the next Board Meeting

1. NRWC ECOSOC Policy P5 V2 Jan25 – ready for endorsement by the board
2. NRWC Debit Card Policy F1 V3 Jan25 – ready for endorsement by the board
3. NRWC Reimbursement Expenses Policy V2 Jan25 – ready for endorsement by the board
4. NRWC Finance Committee Guidelines F3 V2 Jan25 – ready for endorsement by the board
5. NRWC Epidemic/Pandemic Policy V2 Jan 25 – ready for endorsement by the board

Actions for the 17 January 2025 meeting

Action – Wendy to ask at Board Meeting on Sunday 19th January 2025 if anyone else would like to join the committee. *Dr Skye Charry joined the Committee*

Action – Update Member organisations list and directors past and present list (as per AGM list) in to spreadsheet will need to us information from 20 year celebration book. – *in progress*

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

Action – Jess to share COI Forms from YRRRAP with Keli and Wendy – *actioned 10th February 2025*

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

Action – Revisit how policies are grouped and if these needs changing – *not yet started*

Action – Table of Contents to be created with full list of Policies and Procedures – *not yet started/ongoing*

Action – Formatting of Policy and Procedure Documents to be uniform - *ongoing*

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

Action - Training Video for:

- Directors
- Volunteers
- Stakeholders

Action – (Fr. Jan 19 Board Meeting) - Honorarium Policy, combine the Stipend Payment Policy to include the President’s Honorarium Payment - *not yet actioned*

Action - Policy and Procedures to develop

2. ECOSOC Agreement Form and Waiver to go with Policy

3. New Business

3.1 NRWC Accident and Incident Report Form Jan 25 –

Reviewed by board on 19th January and want the governance committee to revisit and think about including/creating a separate damage/insurance claim policy.

ACTION – Jess to circulate form to the governance committee by the end of the week. A draft policy is to be provided with this form for the governance committee to review and bring back suggestions to the next meeting in March 2025.

ACTION – Governance Committee to read through the Accident and Injury Policy form, gather ideas and examples to begin drafting the Accident and Injury Reporting policy once Conflict of Interest and AI policies are sent to Board for endorsement.

3.2 Policy and Procedures to review/update (carry over from January meeting)

1. Conflict of Interest Policy – in draft. Work started on policy during meeting. Committee got up to point 5 “Policy”

ACTION – Jess to share draft document with changes discussed in meeting to the governance committee to continue working on before next meeting to be held in early March 2025.

ACTION - The Governance Committee members to review the new draft Conflict of Interest Policy once circulated, and put forward via email or other means prior to the next meeting suggestions for updating the policy further if possible. Governance Committee to continue working on Conflict of Interest Policy at early March Meeting.
2. AI Technology – in draft – share with Jo Stewart-Rattray before presenting to board

ACTION – Jess to share document with governance committee by end of the week and shall be reviewed within next three months by governance committee.

ACTION – Governance Committee review the AI policy once circulated and make note of suggestions for updating the policy
3. Communication policy – in draft. Discussed and parked until other policies mentioned are finalised and then come back and work on this policy.
4. Privacy Policy G2 V1 Feb23 – need to state how long hold documents for (As per ATO ruling, Australian Privacy Policy)

ACTION – Jess update information as per email correspondence with Wendy on 17th Feb 2025 and share with governance committee by end of the week.

ACTION - Governance Committee to read through Privacy Policy and put forward/note any suggestions for updating this policy ready for discussion at future meeting.

3.3 New Policy development from January Governance meeting and Directors meeting (Jan 2025)

1. Contract Policy –

ACTION - Jess to keep working on draft policy and have ready to present to governance committee for April meeting.

2. Role of Treasurer
3. Governance Committee Policy
4. Role of the Company Secretary

ACTION – Policies 2 – 4 to be worked on over next 4 – 6 period by Jess and presented to committee for review as other policies are finalised.

The Governance Committee will continue to work through all remaining policies as they are able to, working towards having all to most policies reviewed by the end of the calendar year.

3.4 Request from Finance Committee (17 January 2025)

Create a Contract Policy and a Register of Contracts & Finance Committee Policy

ACTION - Contract Policy has been started and shall be revisited in April. Spreadsheet of contracts has also been designed and can be presented in April 2025.

3.5 Any other new Business?

Operations of the Gov Comm and can suggestions of new policies be put forward here- in that we discussed that we feel our purpose is to review the existing NRWC policies and update them to the best of our ability to then present them to the Board for endorsement, work on any new policies as requested as well as suggest any policies that the committee feels are warranted.

5. Next Meeting Date/Time

Date: 3rd March 2025

Time: 2pm

6. Meeting Closed

Closed: 3.23pm (AEST)

APPENDIX 1



NRWC Governance Committee

Minutes

Notice has been given that the National Rural Women's Coalition Ltd
 Governance Committee Meeting
 17th 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 9th December 2024 - Appendix 1

Motion – *“Acceptance of the Minutes from the last Governance Committee Meeting held 9th 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 19th 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

6. Confidentiality – ready for board endorsement
7. Conflict of Interest Declaration Form - ready for board endorsement
8. ECOSOC – in process
9. AI Technology
10. Communication policy
11. Debit Card Policy – ready for board endorsement
12. Reimbursement Policy – ready for board endorsement
13. Finance Committee Guideline (We also need - the role of the Treasurer)
14. Honorarium Payment Policy – put forward to board to remove this as combined with Stipened
15. Epidemic/Pandemic Policy – ready for board endorsement
16. NRWC Accident and Incident Report Form – ready for board endorsement
17. 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 1st 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: 17th February 2025

Time: 2pm (AEST)

6. Meeting Closed

Closed: 1.15pm