



## NRWC Governance Committee

### Minutes

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

Governance Committee Meeting

14<sup>th</sup> April 2025

**Zoom – 2pm (NSW + QLD)**

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

- Welcome & Acknowledgement of Country - 2.05pm Wendy Hick
- Attendance – Wendy Hick, Dr Skye Charry, Jan Clifford
- Absent – N/A
- Apologies – N/A
- Secretariat – Jess Davis

### 1. Review and Approve Previous Minutes

Minutes of the last Governance Committee Meeting held 3<sup>rd</sup> March 2025 - **Appendix 1**

Motion – *“Acceptance of the Minutes from the last Governance Committee Meeting held 3<sup>rd</sup> March 2025.*

Moved: Dr Skye Charry      Seconded: Wendy Hick      Accepted: All

### 2. Actions Taken Since Previous Meeting

17<sup>th</sup> Jan 2025

**Action** – Update Member organisations list and directors past and present list (as per AGM list) into 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 1<sup>st</sup> 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 – updated policy with input from Jo Stewart-Rattray shared 19.02.2025. Governance Committee review the AI policy, change as required and put to board for endorsement – *not yet actioned*

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

1. Contract Policy and a Register of Contracts – *Jess has started draft policy and spreadsheet in place.*
2. Role of Treasurer – *not yet started*
3. Governance Committee Policy – *not yet started*
4. Role of the Company Secretary – *in draft*
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.

17<sup>th</sup> February 2025

Conflict of Interest Policy – Work started on policy.

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

**ACTION** – Governance Committee to read through the Draft Accident and Injury Policy form provided by Jess 19.02.2025, 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 – *not yet actioned*

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

**ACTION** - Governance Committee to read through updated Privacy Policy shared 19.02.2025 and put forward/note any suggestions for updating this policy ready for discussion at future meeting – *not yet actioned*

**ACTION** – does AI and recording of meetings need to be mentioned in policy

**ACTION** – Once endorsed by Board update website – *not yet actioned*

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 – *not yet actioned*

### 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.

14<sup>th</sup> April 2025

Conflict of Interest Policy – Committee got up to point 6 “Process” which is highlighted in yellow on draft document.

### 5. Next Meeting Date/Time

Date:

Time:

### 6. Meeting Closed

Closed: 3.15pm

**APPENDIX 1**



## NRWC Governance Committee

### Minutes

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

Governance Committee Meeting

3<sup>rd</sup> 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 17<sup>th</sup> January 2025 and 17<sup>th</sup> February 2025  
- **Appendix 1**

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

Moved: Dr Skye Charry

Seconded: Wendy Hick Accepted: ALL

### 2. Actions Taken Since Previous Meeting

17<sup>th</sup> 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 1<sup>st</sup> 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)

6. 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

7. Role of Treasurer – *not yet started*

8. Governance Committee Policy – *not yet started*

9. Role of the Company Secretary – *not yet started*

10. 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.

17<sup>th</sup> 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 19<sup>th</sup> 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 17<sup>th</sup> 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: 14<sup>th</sup> April 2025

Time: **2pm**

### 6. Meeting Closed

Closed: 3pm