

RURAL FINANCIAL COUNSELLING SERVICE  
VICTORIA- GIPPSLAND

Remuneration and Governance Sub-Committee  
Terms of Reference

**Objective**

The role of the Remuneration and Governance Sub-committee is to undertake reviews and make recommendations to the Board on Executive Officer remuneration, Governance and Board recruitment, professional development and self assessment.

**Roles and Responsibilities:**

Executive Officer:

1. Deal with matters concerning the employment contract of the Executive Officer.
2. Annually review the performance of the Executive Officer.
3. Annually review the remuneration package of the Executive Officer.

Governance:

4. Periodically review the Constitution of RFCSV – G
5. Periodically review existing Board policies.

Board:

6. Advise the Board on membership and prospective members of the Board.
7. Periodically initiate the Board's self assessment.
8. Consider and advise the Board on professional development of members.

**Membership:**

The Sub-committee will comprise three Board members one of whom will be the Board Chairman who will chair the sub-committee.

**Meetings:**

The Sub-committee will meet at times that it determines but at least twice per year for Executive Officer reviews, once per year for Board recruitment and once per year to consider governance issues.

**Quorum:**

The quorum for a meeting will be two members, however if less than two members are present, notes are to be taken and presented to the next Board meeting for consideration.

Adopted 31<sup>st</sup> July 2009