

VERSION CONTROL

Version No.	Date	Responsible person	Details
1	9 Apr 2019	Richard Habgood	Creation of Charter. Presented at April 2019 board meeting. Review due Apr 2021
2	1 Jun 2021	Committee members	Purpose updated; minor change.
2.1	10 Mar 2022	Committee members	Updated with 'Standing committee', removed adhoc, included independent members on an as needed basis. All changes highlighted

The Board of Rural Financial Counselling Service Victoria - Gippsland ('RFCS Gippsland') has established a Projects Committee to assist it with the governance and oversight of strategic initiatives and projects. This is the charter of the Projects Sub Committee.

PURPOSE

The Project Sub Committee ("Committee") is responsible for assisting the Board of RFCS Gippsland in discharging its responsibilities in ensuring appropriate investment decisions are made in relation to strategic initiatives and projects.

The Committee's role is to provide appropriate governance and oversight of strategic initiatives and nominated projects, ensure project management principles are followed, and provide recommendations to the Board to assist the Board to fulfil its corporate governance responsibilities in regard to investment decisions.

RESPONSIBILITIES

Specifically the responsibilities of the Committee members is to -

- Ensure a project has suitable documentation for its implementation, monitoring and evaluation,
- Identify any risks associated with a current or proposed initiative or project,
- Monitor the implementation of a project,
- Implement appropriate evaluation frameworks to measure success and ensure learnings are captured that may guide future projects and initiatives,
- Provide advice to the Board on potential new initiatives and projects (via Board & Committee Hub - Project Initiatives)
- Identification of projects will be primarily the responsibility of the EO, in parallel with the strategic planning process

AUTHORITY

The scope of the Committee is limited to reviewing projects that are additional to core rural financial counselling and associated activities undertaken as a part of core funding. The Board delegates which projects are reviewed by the committee and are identified as strategic initiatives.

The role of the Committee is governance and cannot make decisions on behalf of the Board in relation to new projects or budget changes. All project related financial decisions to be presented to the Finance Committee for recommendation to the Board.

Project implementation is the responsibility of the Executive Officer. Projects that have been adopted by the board and appropriate governance structures endorsed by the Committee will be treated as operational or BAU and no longer required to be reported separately to the Project committee.

MEMBERSHIP

The Board will appoint the members of the Committee and the Chair of the Committee.

The Committee will be comprised of a minimum of three Board members. The Executive Officer and relevant project officer will be non-voting members of the Committee.

Independent committee members may be required from time to time. Approval of which will be required by the Board.

MEETINGS

The Secretary of the Committee will be the relevant project officer, or a delegate, who will be responsible for the meeting agenda and minutes.

Meetings will be on an as needs basis as agreed by the Chair of the Committee and the Executive Officer, but typically quarterly.

Meetings will be held at least one week prior to Board meetings, and typically will run for 1 hr 30 minutes, depending on the agenda.

The agenda and any supporting documents will be provided to the Committee a minimum of 3 days prior to the meeting, allowing sufficient time for review.

The minutes from the Committee meeting will be tabled in the papers for the *next full Board meeting*.

The role of the Committee is governance and cannot make decisions on behalf of the Board. Project implementation is the responsibility of the Executive Officer.