

Halcombe Community Development Committee (HCDC)

Terms of Reference

- Committee to consist of a minimum of seven members to be elected triennially at a public meeting to be called by the Manawatu District Council (MDC) following the local government triennial elections.
- MDC Council to appoint a Councillor as liaison person.
- Once the committee has been elected they then elect for the positions on the committee
- Finances – how this will be conducted
- Committee has power to co-opt new member(s) during the term
- Should a member miss three consecutive meetings without putting in an apology they will be automatically removed from the Committee.
- Should a member miss three consecutive meetings but has put forward an apology, the Chairperson to approach member to gauge their continual commitment to the Committee.
- Quorum to be no less than 60% of the membership for both the Community Committee and any Subcommittee meetings.
- Committee will meet on a regular basis as agreed by the committee.
- Meetings to be advertised through community notices. Members of the public are welcome to attend.
- Members of the public wishing to address the Committee on a particular subject matter are to notify the Chairperson of this matter prior to the meeting.
- Chairperson has the right to refer a matter raised by a member of the public to a subsequent meeting for consideration.
- Chairperson will follow the agenda as set out and will call for other items of general business from Committee members at the commencement of each meeting.
- Chairperson has a casting vote should vote on decisions be split evenly and The Chairperson's ruling is final.
- Committee to keep a record of meetings. Copies of minutes to be sent to Council as soon as practical following each meeting.
- Committee to establish separate subcommittees as and when required with these subcommittees to report regularly to the committee.
- No less than two Community Committee members to be appointed to each subcommittee.
- Subcommittees to be able to co-opt members from within the community who are not necessarily members of the Community Committee.

Job Descriptions of the HCD committee roles:

Chairperson:

To attend all HCDC meetings and ensure the Committee functions properly. The Chairperson is responsible for making sure that each meeting is planned effectively, conducted accordingly and that matters are dealt with in an orderly, efficient manner.

The Chairperson must ensure that the committee prioritise its goals and then effectively 'leads the team' to accomplish them. The Chairperson is also responsible for representing the views of the

Committee members and provides the coordinating link between members, MDC and outside agencies. The Chairperson must ensure the planning and budgeting for the future is carried out in accordance with the wishes of the Community.

Treasurer:

To attend all HCDC meetings and is the chief financial management officer for the HCDG. The Treasurer is responsible for:

- Preparing budgets for the various accounts and monitoring them carefully.
- Keep the group's books up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Give Treasurer's report at regular meetings and when required.
- Send out accounts and pay bills.

Minute Secretary:

To attend all HCDC meetings. Take the minutes at each meeting. Type up the minutes and email to all other members of the HCDC for any changes. Incorporate the changes and email these minutes to Sue Hannah of the MDC and the wider Halcombe community. The Minutes Secretary is also required to maintain registers of members' names and email addresses and to send adequate notice of the meetings.

Correspondence Secretary: To attend all HCDC meetings and to read, reply and file correspondence promptly. The Correspondence Secretary must also liaise with the Minute Secretary to ensure the register of members' names and email addresses is kept up-to-date.