**WATER EAST TIMOR (WET) Inc.**

**COMMITTEE OF MANAGEMENT**

**Terms of Reference**

PURPOSE:

The purpose of the Committee of Management is to control and mange business and affairs of Association

OFFICE BEARERS**:**

* Office bearers shall be appointed at AGM for 1 year and are eligible for re-election.
* The appointed positions are:
  + President
  + Vice-president
  + Treasurer
  + Secretary
  + At least 2 but up to 7 ordinary members

MEETING**:**

* There shall be at least 4 meetings per year
* Written notice of meeting to be sent to all committee members at least 7 days prior
* An Agenda that specifies the nature of business to be conducted to be sent with Notice of Meeting
* Sub-committees may be establish, each with own Terms of References
* Members must declare any conflict of interest at the commencement of the meeting
* Members my, in writing, seek leave of absence for a period not exceeding six (6) months

QUORUM

* A quorum is at least 5 members present
* No business can be conducted unless quorum present
* If within ½ hour of appointed start time there is not a quorum then meeting rescheduled for same time the following week

CHAIRPERSON**:**

* To be appointed by president at the beginning of each meeting

VOTING**:**

* All members of committee entitled to 1 vote.
* If equal the chairperson has deciding vote

MINUTES:

* Secretary to record the minutes of each meeting
* Any resolutions recorded in the minutes
* Minutes to include names of those present and any apologies
* Minutes to be distributed to committee members prior to the next meeting and also to all members