Terms of Reference

TOR006 Education Subcommittee

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1. Background

Comm Unity Plus Services Ltd, trading as commUnity+ (commUnity+, or the Company), is a community-based organisation limited by guarantee and a registered charity with the Australian Charities and Not-for-Profit Commission (ACNC).

commUnity+ is a not-for-profit community organisation that delivers community services and programs in Melbourne's greater West and North, including:

- Community Education (both accredited and non-accredited training)
- commUnity+ Legal
- Family Services including Children's Contact Services
- Neighbourhood House
- Community strengthening initiatives.

commUnity+ is:

(a) governed by an elected, voluntary Board of Directors.
(b) committed to the principles of good governance, and articulates this commitment through two key documents:
    a. commUnity+ Constitution
    b. commUnity+ Board Charter

The Constitution provides the Board with the power to establish Committees and delegate certain powers to those Committees.

The commUnity+ Board has established an Education Sub-Committee.

2. Purpose

2.1 The purpose of the Education Subcommittee is to:

(a) Assist the Board in fulfilling its governance responsibilities associated with the Education portfolio, while recognising that ultimate accountability remains with the Board.
(b) Provide strategic advice, feedback and recommendations on commUnity+ Education programs, services and initiatives.
(c) Strengthen governance, leadership and strategic oversight of the Education portfolio.
(d) Support the long-term financial sustainability of the Education portfolio through oversight of financial performance, funding opportunities, revenue diversification and resource utilisation.
(e) Provide strategic guidance on the future direction and development of the Education portfolio, including consideration of emerging trends, risks, opportunities and the Education Roadmap.
(f) Support Board members to understand the complex regulatory, funding and compliance environment in which Registered Training Organisations (RTOs) operate.
(g) Monitor and provide advice on quality, compliance and continuous improvement activities to support the delivery of high-quality education and training outcomes.
(h) Explore and investigate opportunities for growth, innovation and strategic partnerships that strengthen the Education portfolio and support community needs.

(i) Identify and consider future funding pipelines, industry opportunities and new program development to ensure the ongoing sustainability and relevance of the Education portfolio.

(j) Provide a forum for discussion of significant strategic, operational and sector issues impacting the Education portfolio and make recommendations to the Board as appropriate.

3. Appointment of Committee

3.1 The Board shall determine the Board Director members and appoint the Chair of the Committee until the next AGM, in accordance with the Board Charter.

3.2 The Board shall appoint at least two Board representatives to serve as members of the Committee

3.3 An independent subject matter expert may be appointed to the Committee by the Board. The proposed appointment shall be presented to the Board for consideration and approval, with the term of appointment to be determined by the Board.

3.4 Appointed staff shall be ex-officio members of the Committee.

3.5 Additional attendees may be invited to attend meetings of the Committee from time to time at the request of the Chair where their expertise or contribution is relevant to matters under consideration.

4. Authority

4.1 The Education Sub-Committee is a Committee of the Board of commUnity+ from which it derives its authority and to which it regularly reports.

4.2 The Board authorises the Committee to:

(a) Investigate any matter within its Terms of Reference.

(b) Act in an advisory capacity to commUnity+ staff and Board Directors.

(c) Make recommendations only to the Board on any matters within its established responsibilities.

4.3 The Committee operates in an advisory capacity to the Board unless specific delegated authority has been granted by Board resolution.

4.4 The Board does not authorise the Committee to:

(a) Make any decisions on behalf of commUnity+

(b) Make any statements on behalf of commUnity+

5. Membership Arrangements

5.1 Chairperson

(a) The Chair of the Committee is appointed by the Board, and must be a Board Director.

(b) In the absence of the Chair of the Committee or an appointed deputy, the remaining Board Director members present shall elect one of themselves to chair the meeting.

5.2 Membership

(a) The Committee shall consist of at least five members, including:

a. At least two commUnity+ Board Directors;

b. At least two Executive staff members (ex officio);

c. One Independent Person or Subject Matter Expert

(b) Additional external, independent persons may be appointed to the Committee by the Board.

(c) The Chair of the commUnity+ Board of Directors (if they are not a member of the Committee) is invited to participate in all meetings of the Committee and other Board Committees.
(d) The CEO, Executive Director Client Services, Director of Education and Finance Manager, may attend all Committee meetings by invitation of the Committee or as determined by the Board as the management representative, and other members of management may attend by invitation.
(e) The committee will be supported by the Executive Director Client Services and the Director of Education in managing the preparation of papers, agendas, and minutes. A member of commUnity+ staff will act as Secretariat for the meetings.
(f) Any and all staff attending Committee meetings attend ex officio and do not have voting rights.
(g) The Committee membership may be amended at any time by the Board
(h) Committee members may resign from the Committee at any time, in writing, addressed to the Chair of the Committee.

5.3 Term and Casual Vacancies

(a) The term of appointment to this Committee is for a period of 6 months.
(b) The Board, from among its members, shall fill vacancies occurring in Board Director membership of the Committee.

6. Meetings

6.1 Frequency of Meetings

(a) The Committee will meet as frequently as required to discharge its responsibilities and ordinarily monthly during the first 6 months, to be reviewed thereafter.
(b) Meetings of the Committee may be called by the Chair of the Committee at any time to consider any matters falling within these Terms of Reference.
(c) The Committee may meet in person or via videoconference.

6.2 Quorum and Committee Resolutions

(a) The quorum for Committee meetings shall be a majority of Committee members and must include at least one Director.
(b) The Committee shall reach decisions by a simple majority of those voting on the issue in question. If the numbers of votes for and against a certain proposal is equal, the Committee Chair shall have a casting vote.

6.3 Record of Meetings

(a) Draft minutes of each Committee meeting are to be approved by the Committee Chair and circulated to all Committee members by the Executive Director of Client Services with the next meeting pack.
(b) Minutes will be approved by the Committee at the next meeting.

6.4 Agenda and Papers

(a) The agenda and supporting papers will be delivered to all Committee members and other attendees (if appropriate) one week before a meeting.

6.5 Reporting

(a) The Committee is accountable to the Board of Directors.

(b) Minutes of each Committee meeting will be provided to the Board at the next Board meeting.
(c) The Committee Chair shall regularly report to the Board on all matters relevant to the role and responsibilities of the committee.
(d) The Committee Chair will report and make recommendations, as appropriate, to the Board after each Committee meeting on matters dealt with by the Committee.
(e) When appropriate, the Committee will seek direction and guidance from the Board on matters within the Terms of Reference.
(f) The Committee shall ensure that the Board is made aware in a timely manner of the Committee's activity and any matters that may have significant impact upon the organisation.

6.6 Reimbursement

(a) Reasonable costs to support Committee member participation, including to remove barriers to participation and governance training and development, will be met by the organisation or reimbursed. The expense must be approved by the Chair of the Committee prior to expense being committed.

6.7 Attendance

(a) Members must provide reasonable notice to the Chair of the Committee if they are unable to attend an upcoming meeting.
(b) If a member is absent for two consecutive meetings without notice or justifiable reason, the Committee may review their membership.
(c) Meetings are not open to the public.
(d) Non-members may attend at the invitation of the Chairperson.

7. Responsibilities

7.1 Consultation with the Board

(a) The Board may consult with the Committee in relation to matters within Terms of Reference.
(b) The Committee must keep the Board informed of the implementation of the Committee’s work plan.
(c) The Committee will provide community insight and feedback to support the Board’s strategic planning, service development and community engagement objectives.

8. Governance and Resources

8.1 The Committee shall, via the Executive Director Client Services, make available to new members of the Committee a suitable induction process and, for existing members, ongoing training as discussed and agreed by the Committee.

8.2 Committee members must disclose any general or material conflicts of interest prior to their appointment, and on an ongoing basis, as per the Conflict-of-Interest Policy.

8.3 Committee members must abide by any commUnity+ Policy that relates to Committee members or volunteers. These policies must be made available to all members.

8.4 The Committee shall give regard to all applicable legislation, ACNC Governance Standards, regulatory requirements, any relevant legal or regulatory requirements, and associated best practice guidance, as well as to the risk and reputation implications of its decisions.

8.5 The Committee shall abide by the commUnity+ Privacy Policy.

8.6 The Committee shall have access to sufficient resources to carry out its duties.

8.7 Key work plan items include but are not limited to:
   (a) Consultation with the Board around major strategic changes to policy or services
   (b) Review of Community Consultation data and provide recommendations.
   (c) Connect and consult with the community regarding operational and strategic matters being considered by commUnity+.

9. Performance Review

9.1 The Committee shall evaluate its own performance, composition and Terms of Reference annually to ensure it is operating effectively and recommend any changes it considers necessary to the Board for approval.

9.2 The Committee may meet separately with management at least once each year to assess the effectiveness of management support for the Committee.

9.3 The Board will evaluate the performance of the Committee annually.

10. Complaints

10.1 The Committee shall manage grievances in accordance with the Board Policy Suite Grievance Policy.

11. Review

Activities	Frequency
Review Terms of Reference	Annual

The Committee must review these Terms of Reference at least annually if required, giving consideration to any other charters, guidelines, and related governance documents of commUnity+ that may be in place from time to time.

12. Responsibility

Level	Position
Authorisation	Board
Responsibility for implementation	Committee Chair
Organisational Implementation	Exec Director Client Services

13. Related Documents

Legislation:	- *Corporation Act 2001 (Cth)* - *ACNC Act 2012 (Cth)*
Organisational Documents:	- Constitution - Board Charter - POL016 Grievance Policy - POL008 Code of Conduct Policy - POL004 Delegation Policy - Board Policy Suite

14. Version Control

Version	Code Type	Change	Authorised	Date
1.0	TOR006	Initial TOR	Board	19 Aug 2026