

**ArtSound Governance Committee
Terms of Reference 2024**

Name	Governance Committee
Purpose	To provide support and advice to ensure that the ArtSound Board is able to fulfil its legal, ethical, and functional responsibilities through adequate governance policy development, implementation and review.
Function	<p>The Governance Committee is responsible for advising the Board on effective governance of the organisation through reviewing relevant governance policies, committees and related key documentation on an annual basis. This includes:</p> <ol style="list-style-type: none"> 1. Membership 2. Internal conflict and complaints handling 3. Community participation 4. Programming 5. Volunteers and training 6. Sponsorship and Fundraising
Membership	<p>The Board appoints the Governance Committee from ArtSound members who have expressed an interest and have the relevant governance knowledge and experience.</p> <p>The Committee:</p> <ul style="list-style-type: none"> ● must have no more than 7 members (including at least one board member) with a quorum of 4 ● selects the Chair and Secretary <p>Vacancies:</p> <ul style="list-style-type: none"> ● ArtSound members and volunteers are informed of the vacancy and asked to submit an Expression of Interest. ● Submissions are assessed by the Governance Committee and the successful candidate(s) presented to the Board for approval.
Role of the Chair and Secretary	<p>The Chair will:</p> <ul style="list-style-type: none"> ● Provide a written report to the Board of Committee activities prior to each Board meeting ● Notify the Board of decisions and actions that require Board support <p>The Secretary will:</p> <ul style="list-style-type: none"> ● Send the Committee and agenda five calendar days prior to the meeting with request for agenda items ● Send the final agenda one day prior to the meeting ● Forward draft minutes within 7 days of the meeting
ArtSound Strategic Priority	Review Constitution, strategic plans, and policies.