



TACH Education Sub-Committee Charter

Purpose

The TACH Education Sub-Committee (the **Committee**) appointed by the Management Committee of the Turkish Australian Culture House Inc. assists the Management Committee in fulfilling its oversight responsibilities relating to:

- Turkish Saturday School
- Related activities such as Turkish playgroup

The duties and responsibilities of the Committee are set out in **Appendix A**. The existence of the Committee does not imply the fragmentation or diminution of the role of the Management Committee.

Authority

The Management Committee has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Management Committee
- select, engage, and approve fees within the budget approved by the Management Committee for any educators required to run the school
- approve fees and payments for materials, venue hire, and incidentals within the budget approved by the Management Committee.

Limitations

The Committee does not have the authority to:

- close the school
- act in a manner contrary to the constitution of the Turkish Australian Culture House Inc.

Membership

The Committee shall comprise at least three members from the Management Committee. Non-members are able to be appointed to the committee with approval by the Management Committee.

Membership term is one calendar year (January to December).

Chairperson

The Management Committee shall appoint one of the Committee members to be the Committee Chairperson. The Committee Chairperson shall chair the meetings of the Committee and set its agendas.



Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a Chairperson for that particular meeting.

Meetings

The Committee should meet at least 2 times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee.

Meeting Attendance

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights.

Quorum and Voting

A quorum consists of more than half of the members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

Minutes

The Committee Secretary or delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members. The minutes must be ratified at the next Committee meeting.

Conflicts of Interest

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

Reviews

The Committee will review at least annually this Committee charter and recommend to the Management Committee for approval any appropriate amendments.

Reporting

The Committee will provide minutes to the Management Committee subsequent to each Committee meeting.



Appendix A – Duties and Responsibilities

In assisting the Management Committee in fulfilling their responsibilities, the duties of the Committee are to:

1.1. Management of the Turkish Saturday School

- Determine curriculum, program and lesson content and objectives
- Appoint educators and volunteers in the school
- Determine school fees
- Collect fees and enrolment information
- Ensure Working With Children Check legislative requirements are met
- Monitor Work Health and Safety systems
- Venue hire
- Grant applications and fundraising activities
- Make payments in accordance with approved budget
- School communications including email newsletters, website and social media updates
- Represent the Turkish Saturday School in official capacity with industry associations and government bodies

1.2. Management Committee requests

- Perform any other duty or undertaking that the Management Committee may request from time to time.

1.3. Reporting

- The Committee chairperson will report to the Management Committee on the Committee meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Management Committee.