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COTA Queensland Policy Committee

TERMS OF REFERENCE

(endorsed by the Board, 21 August 2012)

The Role of the Policy Committee

The COTA Qld Policy Committee advises the COTA Queensland Board on key aspects of its policy work.

In fulfilling this role the Policy Committee:

- recommends to the Board on an annual basis strategic national and state level policy priorities for the Committee to develop, provide input and/or review
- contributes as required, through its expertise and research to the development and/or review of state level policy positions
- contributes as required, through its expertise and research to the development and/or review of national level policy positions to be considered at the COTA National Policy Council.

In doing this, the Committee takes into consideration:

- previously agreed COTA Queensland and COTA Australia policy positions
- the input the COTA Queensland Chief Executive receives on a regular basis through the organisation's formal and informal community and stakeholder engagement processes.

Membership

The Policy Committee will include from 9 to 12 members all of whom have a good understanding of a cross-section of issues faced by Queenslanders who are ageing. It will include at least one Board member. The remainder of its members will be selected by the COTA Queensland Board following invitations to express interest in serving on the Policy Committee. In making a decision about external appointees to the Committee the Board will take into consideration the existing knowledge and skills of the Committee members and the gaps that might need to be filled to ensure adequate coverage of a range of policy issues.

Any gaps in knowledge may also be filled by inviting specialists, communities of interest and/or past members to assist in the Committee's work.

Term of Membership

Members will be appointed for a three year term and may serve for no more than three terms. The introduction of new members and the departure of serving members will be staged to ensure that at any one time, at least two thirds of the existing membership is retained.

Chair

The Chair of the Policy Committee will be elected annually by and from the members of the Board at their first meeting after the AGM.

The Chair may serve for up to a nine year term.

The Chair of the Policy Committee will act as the conduit between the Board and the Policy Committee, tabling at the Board meeting, the minutes and recommendations of the Policy Committee meetings. The Chair will provide feedback to the Policy Committee via relevant sections of the Board minutes and report to the Committee on relevant Board discussion.

The Chair will work with the COTA Queensland Chief Executive in setting the agenda for Policy Committee meetings and agree the draft Minutes of the Policy Committee meetings to be circulated to the membership. The Chair will sign off on these minutes following their endorsement at the next meeting.

In relation to matters that require Policy Committee input between the normal scheduled meetings, the Chair will take responsibility for working with the Chief Executive to receive feedback from members on the matter in question and make a decision on behalf of the Committee. All such requests for feedback will be clearly labelled to identify what action is required by Committee members. The Chair will ensure also that the Committee members receive feedback on the agreed response.

COTA Queensland Chief Executive

The Chief Executive and/or his delegate will attend all Policy Committee meetings and provide the Secretariat for these meetings. The Chief Executive or his delegate will be responsible for the preparation of the agenda (in consultation with the Chair) and papers for the meeting. These will be circulated one week in advance. The secretariat will be responsible for the taking of minutes.

The Chief Executive will also be responsible for briefing the Policy Committee on:

- emerging issues (including regular circulation of relevant updates or communiqués on COTA’s activities)
- aspects of existing National and Queensland COTA policies that are relevant to any discussion; and
- community and stakeholder feedback that is relevant to any discussion.

All submissions will be sent over the signature of the Chief Executive.

COTA Queensland’s delegate to the National Policy Council

The COTA Queensland’s delegate to the National Policy Council will be the Chair of the Policy Committee or his/her nominee, noting that if a decision is made by the Chair to delegate the position to a nominee, it would be expected that, in the interests of consistency, that the nominee will be the primary person to attend Council meetings.

The delegate undertakes to be fully informed on COTA Queensland’s policies as agreed by the Board and its position in relation to existing and new National Policy. The delegate will contribute to Policy Council discussions and vote in accordance with these policy positions. If any matters arise prior to or during National Policy Council meetings on which a policy has not previously been discussed and agreed by COTA Queensland, the delegate is obliged to discuss and agree a position in consultation with the Board Chair, the QPC Chair (if not the delegate) and the Chief Executive prior to a vote at the National Policy Council.

Frequency and timing of meetings

COTA Queensland Policy Committee will meet at least six times during any one year. These meetings will be timed to occur at a suitable interval between both Board meeting times and the Seniors Roundtable meeting to allow the timely transfer of information, recommendations and decisions between these three gatherings.