

# Wycheproof VISION Inc.

## Subcommittee Terms of Reference

### Wycheproof Chamber of Commerce

#### **PURPOSE**

The Wycheproof Chamber of Commerce (**Committee**) will provide a consultative forum to promote local business and the Wycheproof retail precinct as per Wycheproof Community Plan Priority 2.

Aims and purpose particular to the Committee include:

- a) To facilitate the communication between Wycheproof VISION and business owners.
- b) To provide a vital forum to generate ideas to positively promote business and economic development in Wycheproof.
- c) To implement activities to promote business and stimulate our local economy.

As a sub-committee of Wycheproof VISION Inc., the Committee is governed by that organisation's constitution. The Committee will also be cognisant of the aims and purpose of Wycheproof VISION Inc., to foster a vital, innovative, sustainable, inclusive, organisations' network.

#### **MEMBERSHIP**

The Committee includes executive positions of Chairperson, Secretary, Treasurer and two members who are financial members of the Wycheproof Chamber of Commerce.

Financial members of this sub-committee are financial members of Wycheproof VISION Inc.

#### **MEETINGS**

A quorum of four (4) members is required for each meeting. The Chair, or a member of the executive, may call an extraordinary meetings or emergency meeting, with one week's notice required. A quorum of four members required.

#### **FREQUENCY OF MEETINGS**

A minimum of two (2) meetings will be held each year.

#### **TERM OF THE COMMITTEE**

The Committee will hold an annual meeting for the purpose of electing executive positions. This annual meeting may be included within the Wycheproof VISION AGM for the purpose of electing office bearers.

#### **VACANCIES**

Committee members are required to provide notice of resignation in writing to the Committee. The Committee must advise Wycheproof VISION of any executive positions, not filled at the annual meeting.

#### **COMMITTEE RESPONSIBILITIES**

The Committee will work within the constitution of Wycheproof VISION. The Committee is responsible to:

- Provide membership to all businesses operating in Wycheproof.
- Increase the profile of the retail precinct in Wycheproof.
- Provide regular reports to Wycheproof VISION including the Wycheproof VISION Annual Report.
- Engage in positive marketing and advertising promotions.
- Keep records including: financial records for the sub-committee and membership list.

#### **WYCHEPROOF VISION RESPONSIBILITIES**

Wycheproof VISION will provide:

- Banking and management of accounts
- Public liability insurance cover for events and volunteers
- Provide postal address- PO Box 8 Wycheproof VIC 3527

#### **MOVING TO INCORPORATION OR AUSPICE BY ANOTHER INCORPORATED GROUP**

A motion to become incorporated or to move to another incorporated auspice organisation and not under the auspice of Wycheproof VISION must be supported by a majority (75%) of subcommittee members and discussed as an agenda item at a general meeting of the sub-committee. The minutes of this meeting must be tabled at a general meeting of Wycheproof VISION for it to be ratified at the next Wycheproof VISION meeting.

All monies and information will be forwarded to the new committee once incorporation from Consumer Affairs Victoria is confirmed, or auspice by another incorporated organisation is confirmed.

# Wycheproof VISION Inc. Subcommittee Terms of Reference

## Friends of Mt Wycheproof

### **PURPOSE**

The Friends of Mt Wycheproof (**Committee**) will provide a consultative forum to promote activities and oversee rehabilitation plans for the Mt Wycheproof Reserve. The committee will work to achieve initiatives as identified but not limited to Wycheproof Community Plan, Priority 3 Developing our tourism sector and Priority 5 Taking care of our environment and Priority 6 Engaging our youth.

Aims and purpose particular to the Committee include:

- a) To facilitate the communication between Wycheproof VISION and identified stakeholder of the Mt Wycheproof Reserve.
- b) To provide a vital forum to generate ideas
- c) To implement activities to preserve and improve the amenities and natural environment of the reserve.
- d) To coordinate implementation of the Mt Wycheproof Rehabilitation Plan and subsequent projects.

As a sub-committee of Wycheproof VISION Inc., the Committee is governed by that organisation's constitution. The Committee will also be cognisant of the aims and purpose of Wycheproof VISION Inc., to foster a vital, innovative, sustainable, inclusive, organisations' network.

### **MEMBERSHIP**

The Committee includes executive positions of Chairperson, Secretary, Treasurer and two members who are financial members of Friends of Mount Wycheproof. Financial membership of this Committee includes Wycheproof VISION Inc. membership.

### **MEETINGS**

A quorum of four (4) members is required for each meeting. The Chair or a member of the executive may call an extraordinary meetings or emergency meeting, with one week's notice required. A quorum of four members required.

### **FREQUENCY OF MEETINGS**

A minimum of four (4) meetings will be held each year.

### **TERM OF THE COMMITTEE**

The Committee will hold an annual meeting for the purpose of electing executive positions. This annual meeting may be included on the agenda of the Wycheproof VISION AGM for the purpose of electing office bearers.

### **VACANCIES**

Committee members are required to provide notice of resignation in writing to the Committee. The Committee must advise Wycheproof VISION of any executive positions, not filled at the annual meeting.

### **COMMITTEE RESPONSIBILITIES**

The Committee will work within the constitution of Wycheproof VISION Inc. The Committee is responsible to:

- Provide the opportunity for Wycheproof residents to discuss the current and future development of the Mt Wycheproof Reserve.
- Plan, implement and manage activities that positively promote the local environment and the unique environment of the mount in a sustainable way.
- Provide regular reports to Wycheproof VISION including the Wycheproof VISION Annual Report.
- Engage in positive promotion of Wycheproof and activities that promote the natural environment.
- Keep records including: financial records for the sub-committee and membership list.

### **WYCHEPROOF VISION RESPONSIBILITIES**

Wycheproof VISION Inc. will provide:

- Banking and management of accounts
- Public liability insurance cover for events and volunteers
- Provide postal address: PO Box 8 Wycheproof VIC 3527

### **MOVING TO INCORPORATION OR AUSPICE BY ANOTHER INCORPORATED GROUP**

A motion to become incorporated or to move to another incorporated auspice organisation and not under the auspice of Wycheproof VISION must be supported by a majority (75%) of subcommittee members and discussed as an agenda item at a general meeting of the sub-committee. The minutes of this meeting must be tabled at a general meeting of Wycheproof VISION for it to be ratified at the next Wycheproof VISION meeting. All monies and information will be forwarded to the new committee once incorporation from Consumer Affairs Victoria is confirmed, or auspice by another incorporated organisation is confirmed.

# Wycheproof VISION Inc.

## Subcommittee Terms of Reference

### Friends of Railway Place

#### **PURPOSE**

The Friends of Railway Place (**Committee**) will provide a consultative forum to promote activities and liaison to enhance the historic Wycheproof Railway Precinct. The committee will work to achieve initiatives as identified but not limited to the Wycheproof Community Plan and subsequent updates.

Aims and purpose particular to the Committee include:

- a) To facilitate the communication between Wycheproof VISION, VicTrack and the Wycheproof community.
- b) To provide a vital forum to generate ideas
- c) To implement activities to provide social and economic benefit to the Wycheproof community.
- d) To provide day-to-day oversight of the Wycheproof Historic Railway Station project.

As a sub-committee of Wycheproof VISION Inc., the Committee is governed by that organisation's constitution. The Committee will also be cognisant of the aims and purpose of Wycheproof VISION Inc., to foster a vital, innovative, sustainable, inclusive, organisations' network.

#### **MEMBERSHIP**

The Committee includes executive positions of Chairperson, Secretary, Treasurer and two members who are financial members of the Friends of Railway Place. Financial membership of this Committee includes Wycheproof VISION Inc membership.

#### **MEETINGS**

A quorum of four (4) members is required for each meeting. The Chair or a member of the executive may call an extraordinary meetings or emergency meeting, with one week's notice required. A quorum of four members required.

#### **FREQUENCY OF MEETINGS**

A minimum of two (2) meetings will be held each year.

#### **TERM OF THE COMMITTEE**

The Committee will hold an annual meeting for the purpose of electing executive positions. Committee positions will be confirmed at the Wycheproof VISION AGM.

#### **VACANCIES**

Committee members are required to provide notice of resignation in writing to the Committee. The Committee must advise Wycheproof VISION of any executive positions, not filled at the annual meeting.

#### **COMMITTEE RESPONSIBILITIES**

The Committee will work within the constitution of Wycheproof VISION Inc. The Committee is responsible to:

- Provide the opportunity for inclusive membership to Wycheproof residents.
- Plan, implement and manage activities that positively promote the historic Wycheproof Railway Station precinct.
- Provide regular reports to Wycheproof VISION including the Wycheproof VISION Annual Report.
- Engage in positive promotion of Wycheproof and activities that engage the community.
- Keep records including: financial records for the sub-committee and membership list.

#### **WYCHEPROOF VISION RESPONSIBILITIES**

Wycheproof VISION Inc. will provide:

- Banking and management of accounts
- Public liability insurance cover for events and volunteer members
- Provide postal address: PO Box 8 Wycheproof VIC 3527

#### **MOVING TO INCORPORATION OR AUSPICE BY ANOTHER INCORPORATED GROUP**

A motion to become incorporated or to move to another incorporated auspice organisation and not under the auspice of Wycheproof VISION must be supported by a majority (75%) of subcommittee members and discussed as an agenda item at a general meeting of the sub-committee. The minutes of this meeting must be tabled at a general meeting of Wycheproof VISION for it to be ratified at the next Wycheproof VISION meeting. All monies and information will be forwarded to the new committee once incorporation from Consumer Affairs Victoria is confirmed, or auspice by another incorporated organisation is confirmed.

# Wycheproof VISION Inc. Subcommittee Terms of Reference

## Wycheproof Swimming Pool Committee

### **PURPOSE**

The Wycheproof Swimming Pool Committee (**Committee**) will provide a liaison role and practical support to manage the amenity and surrounds of the Wycheproof Swimming Pool and community activities at the pool. The Committee will work to further consolidate activities under Wycheproof Community Plan priorities: *Priority 1*: Retain & Grow our Essential Services, *Priority 4*: Strengthen & grow our community, *Priority 6*: Engaging our youth

Aims and purpose particular to the Committee include:

- a) Provide a communication link between Buloke Council and the Wycheproof community regarding activities at the Wycheproof Swimming Pool.
- b) With Buloke Council, to plan and undertake improvements to the surrounds at the swimming pool.
- c) To provide a vital forum to generate ideas to improve the experience of pool users and increase patronage at the swimming pool.
- d) To positively promote water safety.

As a sub-committee of Wycheproof VISION Inc., the Committee is governed by that organisation's constitution. The Committee will also be cognisant of the aims and purpose of Wycheproof VISION Inc., to foster a vital, innovative, sustainable, inclusive, organisations' network.

### **MEMBERSHIP**

The Committee includes executive positions of Chairperson, Secretary, Treasurer and two members who are financial members of the Wycheproof Swimming Pool Committee. Financial membership of the Committee provides financial membership of Wycheproof VISION Inc.

### **MEETINGS**

A quorum of four (4) members is required for each meeting. The Chair or a member of the executive may call an extraordinary meetings or emergency meeting, with one week's notice required. A quorum of four members required.

### **FREQUENCY OF MEETINGS**

A minimum of two (2) meetings will be held each year.

### **TERM OF THE COMMITTEE**

The Committee will hold an annual meeting for the purpose of electing executive positions. This annual meeting may be included on the agenda of the Wycheproof VISION AGM for the purpose of electing office bearers.

### **VACANCIES**

Committee members are required to provide notice of resignation in writing to the Committee. The Committee must advise Wycheproof VISION of any executive positions, not filled at the annual meeting.

### **COMMITTEE RESPONSIBILITIES**

The Committee will work within the constitution of Wycheproof VISION. The Committee is responsible to:

- Plan and implement improvements to the surrounds of the Wycheproof Swimming Pool with the assistance of Buloke Shire Council.
- Implement and promote activities for all age groups who use the Wycheproof Swimming Pool.
- Provide regular reports to Wycheproof VISION including the Wycheproof VISION Annual Report.
- Keep records including: financial records for the sub-committee and membership list.

### **WYCHEPROOF VISION RESPONSIBILITIES**

Wycheproof VISION will provide:

- Banking and management of accounts
- Public liability insurance cover for events and volunteer members
- Provide postal address: PO Box 8 Wycheproof VIC 3527

### **MOVING TO INCORPORATION OR AUSPICE BY ANOTHER INCORPORATED GROUP**

A motion to become incorporated or to move to another incorporated auspice organisation and not under the auspice of Wycheproof VISION must be supported by a majority (75%) of subcommittee members and discussed as an agenda item at a general meeting of the sub-committee. The minutes of this meeting must be tabled at a general meeting of Wycheproof VISION for it to be ratified at the next Wycheproof VISION meeting. All monies and information will be forwarded to the new committee once incorporation from Consumer Affairs Victoria is confirmed, or auspice by another incorporated organisation is confirmed.