

Charter - Services Committee

1. COMMITTEE PURPOSE

The primary function of the Services Committee is to assist the Youth Off The Streets Limited (YOTS) Board of Directors in fulfilling its responsibilities by reviewing YOTS Services and the performance and outcomes of the individual programs.

2. COMMITTEE RESPONSIBILITIES

2.1 In relation to services, the committee is to:

- (a) Review the range of services offered in relationship to the mission, strategic and business plans of the organisation and make recommendations to the Board as appropriate.
- (b) Review the reports of services delivery, assessment and outcomes and make appropriate recommendations to the Board. Regular site visits should be carried out by committee members to aid their understanding of the services and should be scheduled and coordinated by management. Members individually should inform themselves to a reasonable extent about the subject matter of all decisions they are required to make as members of the committee.
- (c) Consider any operating risks raised by management to the committee, in relation to service delivery, associated with any proposed new service or program initiative to be undertaken by YOTS and make recommendations to the Board as appropriate.

3. COMMITTEE MEMBERSHIP

- 3.1 Committee membership shall consist of at least three and not more than five Board Members. The CEO will be a member of the Services Committee. Members of the YOTS' Services staff may be invited from time to time to make presentations to the committee.
- 3.2 Committee membership is to be reviewed every two years and any recommendations of changes to be proposed to the Board.
- 3.3 The Secretary of the Committee will be a Board Member.
- 3.4 A committee quorum will be at least two committee members who are also Board Members.
- 3.5 Subject to Board approval, the Chairperson of the Development Committee may invite external specialists and volunteers to serve as committee members.

4. COMMITTEE REPORTING OBLIGATIONS

- 4.1 Any agenda for any Committee meeting should be settled by the Committee Chairman with the Committee Secretary, and distributed to Committee members with supporting papers sufficiently in advance of scheduled meetings to permit adequate preparation.
- 4.2 Any minutes of Committee meetings:
 - (a) Are to be recorded by the committee secretary and made available for review by committee members and;
 - (b) Are to be submitted to the Board at its next meeting.

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4.3 The Chairman of the Services Committee must report to the Board meeting following each committee meeting. The report should include:

- (a) Any formal resolutions of the committee and;
- (b) Any recommendations to the Board requiring action and/or approval.

5. MEETINGS

The Services Committee should hold scheduled meetings at least 9 times each year.

6. CODES OF CONDUCT

Committee Members must comply with the code of conduct adopted by the Board of Directors of Youth Off The Streets and outlined in the Board Charter.

7. CHARTER REVIEW

The Board must approve the Charter and all amendments to the Charter. The Charter shall be formally reviewed on a periodic basis, but at least every two years.

DATE:

CHAIRMAN:

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