



# THE ORDER OF AUSTRALIA ASSOCIATION LTD

## G4 STRATEGY COMMITTEE CHARTER

<b>Charter</b>	Strategy Committee
<b>Author</b>	Committee Secretary
<b>Document ownership</b>	Strategy Committee

### Table of Revisions

No.	Date Approved	Comments	Next Review as required
1	October 2022	Initial Policy	
2	October 2022	Board Approval	October 2025
3	April 2024	Committee membership updated	April 2027
4	August 2025	Updated Scope and Responsibilities Added LTD where applicable Replace Chairman/Chairmen with Chair Minor re-formatting. New review date	August 2028

## 1 Purpose

1.1 The Board Strategy Committee (the Committee) is a committee of the Board of Directors of the Order of Australia Association (the OAA) established under the clause 46.1 of OAA Constitution.

1.2 The purpose of the Strategy Plan is to provide a clear view of the direction the OAA wishes to take and the actions considered necessary to achieve it.

1.3 The Strategy Committee exercises its powers within a policy framework as an advisory committee providing advice to the Board, Branches and officials on the strategies and the implementation plans.

## 2 Scope and Responsibilities

The Committee is responsible for:

- Developing the OAA Strategic Plan (the Plan) and providing guidance on and overview of its implementation;
- Advising the Board on all strategic matters;
- Leading the Board strategy reviews;

- Developing the Plan against the four goals agreed by the Board and Branches, namely:
  - To grow the value of membership of the OAA;
  - To encourage and promote nominations and support diversity in nominations for the invaluable contributions to the community;
  - To build membership for the future of the OAA; and
  - To invest in community partnerships and projects.

To do this it will:

1. Identify actions required to achieve the goals;
2. Compile these actions into a Strategy Implementation Matrix (SIM) to make required actions and responsibilities clear;
3. Involve Branches in the development of the Plan;
4. Follow up with Branches regularly to assess their adherence to the plan and actions they have taken to implement it; and
5. To listen to the Branches for any extra contributions to the Plan which might make it more effective.

### **3 Membership**

3.1 The Committee comprises of five Board members with no less than three members for a quorum. Members can be invited as required or more members may be appointed by the Board.

3.2 Committee membership will be decided each year at the April Board Meeting.

### **4 Meetings**

The Committee meets as required, but at least twice a year.

4.1 Any member of the Committee may request the Committee Chairman to convene a meeting of the Committee.

4.2 The Agenda for Committee meetings is determined by the Chairman. Committee Members shall submit agenda items and distribute to the Committee at least five working (5) days before the meeting unless otherwise agreed.

4.3 A Committee meeting may be called or held using any technology consented to by each Member. The Consent may be a standing one.

4.4 The Committee may invite other people including Members of the OAA and external advisers to attend all or part of its meetings, as it deems necessary or appropriate.

4.5 If a Committee Member or other person attending has a material personal interest in a matter that is being considered at a meeting, he or she must not be present for consideration of that matter unless the interest has been fully disclosed to the Committee and it is agreed that the person may be present.

4.6 Decisions of the Committee may be made either at a duly called and constituted meeting; or by a resolution in writing, including email, notified to all members of the Committee, and signed by all Committee Members who are entitled to vote on the resolution.

4.7 All Members, Directors and other attendees at Committee meetings are required to keep all information presented (whether written or oral) or discussed confidential where this restriction is agreed.

## **5 Minutes**

5.1 The agenda/minute secretary of the Committee will be appointed by the Committee Chairman.

5.2 Minutes are to be prepared for each Committee meeting.

5.3 The draft minutes of each Committee meeting are to be reviewed by the Committee Chairman and circulated to all Committee members and others attending as soon as practicable. Ideally within ten (10) working days together with an Action Sheet.

5.4 The Committee must confirm the minutes of each Committee meeting at its next meeting and be signed by the presiding Committee Chairman.

5.5 A copy of the minutes must be included in the papers for review at the next Board meeting and placed on the OAA SharePoint.

## **6 Authority**

6.1 The Board has authorised the Committee, within the scope of activity set out in this Charter, to perform the activities required and make recommendations to the Board.

6.2 Notwithstanding, the Committee's delegated powers, it must, if so, requested by one or more of its members, decline to act or decide in respect of any matter specified in that request until the matter has been considered by the Board.

6.3 All actions and decisions of the Committee under this delegated authority are to be reported to the Board as soon as practicable, and all records maintained on the OAA SharePoint in dedicated folders.

## **7 Reporting Responsibilities**

7.1 Develop and implement Work Plan to ensure all the Strategy Committees scope and responsibilities are undertaken in the required timeframe.

## **8 Review of the Committee Charter**

8.1 Any modifications to or replacements of this Charter must be ratified by the Board in consultation with other appropriate Committees.

8.2 The Committee shall conduct an annual evaluation of its activities in November each year.