

*Referenced ANCA Constitution entry:*

39. (a) *The Board may at any time appoint such committees as it may think fit and shall prescribe the powers and functions thereof.*
- (b) *The Board shall appoint members of each committee and its chair as it thinks fit, whether or not those persons are members of the Board or ANCA, and may specify the attendance, speaking and voting rights of such members.*
- (c) *Three members of a committee constitute a quorum at a meeting of the committee.*

Each committee works on a particular aspect of the operation of ANCA. The permanent committees of ANCA are: the Gallery, New Tenants and Maintenance committees. The number of committees and their objectives can change if the tenants and the Board so choose. New committees may be established to work on particular projects or to deal with a planning issue. In this way the management of ANCA remains dynamic.

Committees make decisions about day to day operation within their role and report to the tenant body at tenants meetings. Committees can make recommendations to the Board about improvements to ANCA and can propose the expenditure of funds for projects and improvements. The Board will consider and take ultimate responsibility for all decisions, correspondence and expenditure. Committee business is to be made known to the Board through minutes and reports. The Board can review and override any committee decision.

Each committee shall be comprised of at least 5 members with a minimum of 3 constituting a quorum as stated in the ANCA Constitution at paragraph 39. (c). Where possible a committee should consist of a mix of tenant members from each campus. The committee members shall nominate from within their ranks a Chair of the committee who becomes responsible for chairing meetings and reporting the committee's actions to ANCA tenants at 6-weekly tenant's meetings.

Committee members are obliged to:

- attend meetings
- send apologies for non-attendance
- share committee workload and/or organise tenant participation where necessary
- maintain confidentiality where appropriate

Minutes should be kept of each committee meeting. They must be legible, include the date, names of attendees, any correspondence, notes on all relevant discussions and decisions as well as the date of the next meeting. Any recommendations to the Board or tenants should be highlighted and reported at tenants meetings. Recommendations to the Board should be provided to the ANCA Office for inclusion in future Board meeting agendas.

All outgoing correspondence must be sent through the ANCA Office for Board approval before distribution.

All proposed expenditure shall also be sent to the Board via the ANCA Office.