

# STBA Committee Charter

**Statement of Purpose:** The role of the Southern Tasmanian Beekeepers Association (STBA) Committee is to oversee all objects of the Association.

## Operating procedures

- The Committee will meet at least twice annually.
- Any 5 members of the Committee constitutes a quorum.
- The President will preside over a committee meeting, or in their absence, either Vice President or in the absence of these, a committee member chosen by those present.
- Committee meetings can be convened by the President or any 4 of its members.
- Any question arising is determined by a show of hands, or if demanded by a member, by a ballot taken.
- Each Committee member present is entitled to one vote.
- If there is an equality on votes, the person presiding has a second or casting vote.
- Written notice with an agenda is provided to every member prior to a meeting.
- The Secretary will take minutes of the Committee meeting.
- Under Section 33 of the constitution - the Executive committee comprises of
  1. The president, the vice-presidents, the treasurer and the secretary constitute the executive committee.
  2. During the period between meetings of the committee, the executive committee may issue instructions to the public officer and employees of the Association in matters of urgency connected with the management of the affairs of the Association.
  3. The executive committee is to report on any instructions issued under subrule 33(2) to the next meeting of the committee.

## Subcommittees

- Subcommittees exist to support the work of the Committee.
- The Committee may appoint a subcommittee from the Committee and prescribe the powers and functions of that subcommittee.
- A person may be co-opted to the sub-committee, whether they are a member of the Association or not.
- The Secretary of the Association convenes meetings of a subcommittee.

## Loyalty and confidentiality

- All members of the Committee hold a duty of loyalty to the STBA. This duty of loyalty mandates that the best interests of the STBA take precedence over any interests possessed by a member.
- The proceedings and deliberations of the Committee are confidential.

- Each Committee member shall maintain the confidentiality of the information received in connection with his or her service on the Committee.
- The minutes of the Executive meeting are the public position of the Committee.
- Decisions made and minuted by the Committee are the final position to be supported by the Executive.

### **Conflict of interest**

A conflict of interest can arise if it is likely that a member of the Committee, or someone the committee contracts to complete work, could be biased or influenced by their interests (private, personal or professional) or that a reasonable person would believe that the person could be influenced.

- The Secretary will maintain a Disclosure of Interest register.
- At the start of each meeting, the President will ask if there are any changes to the register and, if there are any conflicts arising.
- Committee members are required to disclose any conflict of interest arising at the start of a meeting and,
- If a conflict is declared, the Committee member is not to vote or contribute to the discussion on the matter of conflict, or
- The Committee member with a declared conflict may be asked to leave the room at the discretion of the person presiding, whilst discussion and vote takes place.

### **Key Responsibilities**

In accordance with section 23 of the constitution,

1. The affairs of the Association are to be managed by a committee of management constituted in accordance with rule 25 of the constitution.

2. The committee:

is to control and manage the business and affairs of the Association; and may, subject to these rules, exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised and performed by members of the Association at a general meeting; and has power to do anything that appears to the committee to be essential for the proper management of the business and affairs of the Association.

- To further the craft of beekeeping in Southern Tasmania.
- Take whatever steps that the members of the Association consider necessary to prevent clearance and/or damage to Floral Resources in Southern Tasmania. This includes halting the clear-felling and burning of the remaining Leatherwood rich southern forests and working to establish new leatherwood resources.
- Maintain and improve road access to floral resources in Southern Tasmania.
- Work to establish local queen rearing methods and resources through which southern beekeepers can obtain queen bees.

- Conduct and/or foster research on all aspects of beekeeping including but not limited to, the floral resources on which southern beekeepers depend and the impacts of pests and diseases in southern Tasmania.
- Work with any institution or association (including government departments, government corporations and other beekeeping groups) to secure the objectives in this section.
- Represent southern beekeepers on regional issues with government departments and government corporations including Sustainable Timbers Tasmania and the Department of Primary Industries, Parks, Water and Environment.
- All additional items listed in item 4.1 of the constitution.