



MASTER BUILDERS VICTORIA SECTION COMMITTEE

TERMS OF REFERENCE

Document Status: Final
Version: v3.0 – July 2020
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1. INTRODUCTION

The Section Committee (“the Section Committee”) is constituted under SCHEDULE 1 - BY-LAWS GOVERNING CONDUCT OF SECTIONS of the Master Builders Association of Victoria Constitution & Rules and Code of Ethics (“the Constitution”).

2. SECTION MEMBERSHIP

Membership of a defined section shall be available to Active members of the Master Builders Association of Victoria who reside or whose place of business is registered on their membership as being within the defined area of the section as defined by the register of members.

An active member is defined as a current member on the register of members, who has not been removed by the council of management or board for any reason, from the following categories:

- General Contractor
- Housing
- Sub-Contractor
- Master Trades
- Provisional
- Life
- Honorary
- Associate
- Materials Manufacturing Supply (MMS)
- Retired

The following Section committees are covered under these terms of reference:

- MBV Area: North East
- MBV Area: North West
- MBV Area: Wimmera
- MBV Area: Gippsland
- MBV Area: Geelong
- MBV Areas: Ballarat
- MBV Area: Bendigo
- MBV Area: Mornington
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3. FUNCTIONS AND RESPONSIBILITIES

The role of the Master Builders Regional Section will be to provide a platform for regional members relevant to the section to raise issues of interest and concern in relation to the building and construction industry including membership support and services. This may include, but not limited to the following;

- To discuss any matters referred to the sections by the Master Builders Board and or Council of Management
- To assist with the planning and delivery of regional events as required by the Master Builders VIC events team
- To promote awareness of the Master Builders Membership and relevant services
- To assist in the planning and delivery of regional section committee meetings and AGM
- To support and foster relationships with stakeholders in the building and construction industry

4. SUPPORT AND COORDINATION

Support and coordination of the day-to-day operations of each Section Committee will be undertaken through the Master Builders East Melbourne Office, with responsibility resting with the appointed member engagement coordinator.

5. COMMITTEE STRUCTURE AND TERMS

In line with the Master Builders Constitution, the Section shall at its first meeting elect the following section office-bearers

- Chair,
- Deputy-Chair,
- Secretary,
- Treasurer
- four (4) Committee Members.

At the Annual Meeting of the Section the Chairman, Vice-Chairman, Treasurer, Secretary and two Committee Members shall retire but shall be eligible for re-election save that an office bearer shall not hold office for more than two consecutive years.

Upon the retirement of the inaugural Chair they shall become the Immediate Past Chair of the Section and shall be a Member of the subsequent Committee until the retirement of the next Chair upon which the Immediate Past Chair shall as a Past Chair be ex-officio a Member of the Section Committee

The Section shall be structured as follows:

- Chair,
- Deputy-Chair,
- Secretary,
- Treasurer
- Four (4) Committee Members.
- Immediate Past Chair

6. CHAIR

The Chair shall be eligible for re-election but shall not hold office for more than two consecutive terms. The Chair shall have delegated authority to deal with Section Committee matters of a routine and administrative nature.

In the absence of the Chair at a Regional Committee meeting, the Deputy Chair will have responsibility of chairing the meeting. When a meeting is convened and neither the Chair nor Deputy Chair is present, a temporary Chair for that meeting should be appointed by those present.

7. TREASURER

The Treasurer shall keep accurate financial records for the committee and forward these as directed by the Council of Management or the Master Builders Finance team. Where applicable or as directed the treasurer shall submit an annual statement to Master Builders Finance team for audit by the association's auditor.

8. QUORUM

The number of members required for a formal meeting to proceed is half of those committee members eligible to vote plus one. Ex-officio members can be included in the quorum if in attendance at a meeting. If ex-officio voting members are not in attendance, then they do not need to be included in the number required for a quorum.

Any questions and/or motions arising from meetings shall be decided by a majority of votes of the members present and voting on that matter. In the event of a motion with equal votes 'for' and 'against', the Chair shall have a deliberative vote in addition to their vote as a member of the committee.

9. FLYING RECOMMENDATIONS

If a quorum is not present, a meeting may still go ahead, with notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated ('flying recommendation') to all Section Committee members (including those that were present at the meeting in question), requesting them to indicate their support or objection to the recommendation.

For the recommendation to be effective, a quorum must have voted on it. Ex-officio members can be included in the quorum for a flying recommendation if they submit a vote. If Ex-officio members do not submit a vote, then they do not need to be included in the quorum for a flying recommendation to be effective. At the subsequent Section Committee meeting, all 'flying recommendations' and their outcome(s) must be formally recorded in the minutes. Members who are physically in attendance or in virtual attendance (e.g. by conference call) shall constitute the quorum.

10. OBSERVERS AND VISITORS

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered 'in camera'.

11. MEETING PAPERS – AGENDA AND MINUTES

- a) Request for agenda items/reports for any scheduled meeting should be sent to Section Committee members by the appointed member engagement coordinator 21 days prior to the scheduled meeting date.
- b) All Committee agenda items must be forwarded to the appointed member engagement coordinator by close of business 14 days prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.
- c) The Committee agenda and meeting papers will be distributed at least seven (7) working days prior to the next scheduled meeting.
- d) Accurate minutes will be kept of each meeting. The minutes may be confined to a report of the resolutions and any recommendations. The minutes are the responsibility of the Secretary.
- e) Draft minutes are to be completed no later than 10 working days following each meeting and forwarded to the Chair for approval. It is expected that the Chair of the meeting shall approve the minutes within five (5) working days upon receipt.

- f) The draft minutes and action list shall be provided to all Committee members no later than 15 working days following the meeting.
- g) Reports and recommendations to the Master Builders Board/ Council of Management are to be prepared by the appointed member engagement coordinator in conjunction with the Chair, and provided to the Master Builders Board / Council via the appointed membership engagement coordinator for inclusion on the next meeting agenda of the Master Builders Board / Council.
- h) A report on regional activities or issues that may impact on members is to be provided to the Master Builders Board /Council coordinator for inclusion on the Board / Council agenda as required.
- i) The minutes shall be submitted to Committee members for ratification at the next meeting of the Section Committee.

12. FREQUENCY OF MEETINGS

Section Committees shall meet at least three times a year or as required by the Master Builders Board / Council. Meetings can be held face-to-face or virtually. Committee members who, as a result of geographical location, are unable to attend the meeting in person should participate in meetings via virtual options.

13. ANNUAL GENERAL MEETINGS

As determined by Schedule 1 of the Master Builders Constitution, at least once each year Section Committees shall between September and October hold a general meeting of all members resident in the relevant region. The business of the meeting shall include a report from the Chair outlining the activities of the Section Committee during the preceding year. The Annual general meeting shall also include the election of section office bearers. Where applicable the treasurer shall submit an annual statement to Master Builders Finance team for audit by the association's auditor.

14. NOMINATION/ELECTION OF SECTION OFFICE BEARERS

A minimum of 21 Days prior to the section AGM date, a notice shall be issued to all eligible voting members in the section area advising of the AGM date and detailing the section office bearers to be elected and request nominations.

As per schedule 1 of the Master Builders Constitution, any eligible member of the section may in writing nominate any other member of the section for any position for which there is a vacancy, the nominated candidate is also required to sign the

nomination. Nominations shall be returned to the nominated Member engagement coordinator, 7 days prior to the AGM.

If only the required number of nominations to fill any position or positions is received the Chair of the meeting shall forthwith declare the person or persons so nominated elected unopposed to the position for which they were nominated. If more than the number of nominations required to fill any position is received an election shall be taken by a ballot of all Members of the Section present at the Annual Meeting. The Chief Executive Officer or his nominee shall be the Returning Officer for any such election

15. REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be reviewed at least every two years to ensure that they continue to reflect current processes and guiding principles. The Council of Management must approve any amendments made to the Terms of Reference as a result of any review.