

# MASTER BUILDERS VICTORIA

## Sector Group Committee Terms of Reference

### 1. INTRODUCTION

Sector Group Committees are constituted under Rule 25 of The Master Builders Association of Victoria (“**MBV**”)’s Rules (“**Rules**”).

These terms of reference are created under Rule 25.9 in MBV’s Rules.

### 2. PURPOSE

The role of the MBV’s Sector Group Committees will be to provide advice, information and insights relevant to the entire sector they represent and to raise issues that may assist the wider building and construction industry. The information gathered from Sector Group Committees is facilitated via MBV’s Chief Executive Officer (**CEO**) and the Committee Chairpersons towards MBV’s Board, who will make the final decisions about public policy positions and advocacy approaches for MBV.

### 3. SUPPORT & COORDINATION

MBV will provide operational support and coordination to assist with facilitating the Sector Group Committees, with responsibility resting with the CEO or their appointed delegate.

### 4. COMMITTEE STRUCTURE & TERMS

A Sector Group Committee will be structured as follows:

- an elected Sector Group Committee Chairperson (one (1) person)
- elected Sector Group Committee members (maximum of six (6) people)
- appointed Sector Group Committee members (optional, and as many people may be appointed to take the total number of the committee to a maximum of ten people).

When successfully elected, Sector Group Committee members will serve up to three (3) year terms, as per Rule 21.10 in MBV’s Rules.

When successfully elected, a Sector Group Committee Chairperson will serve up to three (3) year terms, as per Rule 16.10 in MBV’s Rules.

When successfully appointed, as per Rule 25.5 in MBV’s Rules, an appointed Sector Group Committee member will serve for a term set by the Board when appointing.

### 5. CHAIRPERSON

A Sector Group Committee Chairperson (“**Chairperson**”) shall have delegated authority to deal with the matters of their Sector Group Committee which are of a routine and administrative nature. When a meeting is convened but the Chairperson is not present, the meeting attendees will nominate a Sector Group Committee member present to chair the meeting.

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# Sector Group Committee Terms of Reference

It is the Chairperson's role to facilitate discussions in Sector Group Committee meetings and ensure that all members have an opportunity to provide their insights. The Chairperson must ensure that issues raised are related to the entire Sector Group and the wider Building and Construction industry. The Chairperson should encourage meaningful engagement by all Sector Group Committee members by ensuring that they are attending meetings and are actively participating in discussions and consultations.

The Chairperson should also ensure that meetings are held in alignment with the agenda, run in a timely manner and that all members are engaged in constructive and respectful discussions during meetings.

## 6. QUORUM

The quorum for a Sector Group Committee meeting is four (4) or 50% of the total number in the Sector Group Committee, whichever is less.

If quorum is not met, a casual meeting may still be held. Minutes will be recorded.

## 7. FREQUENCY OF MEETINGS

As per Rule 25.12 in MBV's Rules, Sector Group Committees shall meet at least four (4) times a year, or as required by the Board. Meetings may be held face-to-face or through a virtual meeting platform. Sector Group Committee members who may have valid reasons for not being able to attend Sector Group Committee meetings in person should then participate via virtual meeting platforms.

## 8. APPOINTMENT OF CASUAL VACANCIES

Casual vacancies will be addressed in accordance with Rules 21.25 – 21.27 of MBV's Rules.

## 9. APPOINTMENT OF ADDITIONAL COMMITTEE MEMBERS

Under Rule 25.5c the Board may co-opt additional Sector Group members to each relevant Sector Committee, up to the maximum total number of members for each Sector Committee. The process for which is as follows:

- a) The CEO or their delegate will assess the skills, experience and diversity of the existing Sector Committee members and identify what further representation would be beneficial for the proper functioning of the Sector Group.
- b) The CEO or their delegate will review the membership of the appropriate Sector Group and identify member's Authorised Representatives who will add to the skills, experience and diversity of the existing Sector Committee members and who will be beneficial for the proper functioning of the Sector Group
- c) The shortlist of appropriate people will be submitted to the relevant Sector Committee Chairperson, if one has been elected, for review and approval.
- d) The Chairperson, or the CEO if no Chairperson is elected, will consider the shortlist and nominate those who they believe are the best fit for the Sector Group Committee to the Board for consideration and appointment. Once the Board has selected the individuals from the shortlist, the Chairperson of the Sector Group Committee or their delegate will extend an invitation to those individuals to join the relevant Sector Group Committee.

## 10. INVITEES

An invitee may attend a Sector Group Committee meeting only by invitation from the relevant Chairperson. This invitation must be coordinated by the CEO, or their delegate and a separate invitation must be sent out for each meeting the invitee will attend.

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# Sector Group Committee Terms of Reference

An invitee must not contribute to the meeting unless upon the instruction of the relevant Chairperson. An invitee must also leave the meeting if requested by the Chairperson to do so.

An invitee is not a member of the Sector Group Committee, and their attendance does not count toward quorum. An invitee is unable to vote on matters discussed in meetings.

## 11. MEETING PROCEDURES

- a) Request for agenda items/reports for any scheduled meeting should be sent to Sector Group Committee members by the CEO or their delegate at least fourteen (14) days before the scheduled meeting date.
- b) All Sector Group Committee agenda items must be forwarded to the CEO or their delegate by close of business at least seven (9) days before the next scheduled meeting. Agendas will be set by the CEO or their delegate in consultation with the Chairpersons. Chairpersons have the discretion to shortlist items for the agendas, but Sector Group Committee members may also raise agenda items under 'Other Businesses' where necessary, and if time permits.
- c) The Sector Group Committee agendas and meeting papers will be distributed at least three (5) days before the next scheduled meeting.
- d) Accurate minutes will be kept of each meeting. The minutes are the responsibility of the CEO or their delegate.
- e) The CEO or their delegate may wish to record the meeting and will seek confirmation prior to recording the session.
- f) Draft minutes are to be completed no more than ten (10) working days following each meeting and forwarded to the relevant Chairperson for approval. It is expected that the Chairperson of the meeting shall approve the minutes within five (5) working days upon receipt.
- g) The draft minutes and action list shall be provided to all Sector Group Committee members no later than fifteen (15) working days following the meeting.
- h) Reports and recommendations to the Board are to be prepared by the CEO in conjunction with the Chairpersons, and subsequently provided to the Board for inclusion in the next Board meeting agenda.
- i) The minutes shall be submitted to Sector Group Committee members for ratification at the next meeting of the Sector Group Committee. As per Rule 25.14 in MBV's Rules, this is provided always that the minutes are entered within one (1) month after the relevant meeting is held.

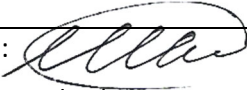
## 12. REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be reviewed at least once every three (3) years to ensure that they continue to reflect current processes and guiding principles. Any amendments made to the Terms of Reference as a result of any review must be approved by the Board.

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# Sector Group Committee Terms of Reference

Policy: Sector Group Committee Terms of Reference	
<b>Date Written:</b>	October 2023
<b>Written By:</b>	Tristan Moseley (Company Secretary)
<b>Date Last Reviewed:</b>	N/A
<b>Reviewed By:</b>	N/A
<b>Date of Next Review:</b>	February 2025
<b>Policy Owner:</b>	CEO
<b>Approved by:</b>	Sign:  Date: 18/10/2023
<i>This policy should be read carefully as users will, in future, be deemed to be aware of its contents if there is any breach of the organisation's policy.</i>	

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