

## **Terms of Reference**

### **Yamaga Sister City Committee**

#### **1. Role / Purpose**

The role of the Committee will provide strategic direction and assistance to Snowy Monaro Regional Council (SMRC), in promoting and developing sister city relationships between Cooma and Yamaga Councils through programs that encourage cultural and educational exchanges, and funding for youth and young person educational opportunities and other suitable projects.

#### **2. Term**

The Terms of Reference will be reviewed following the new council election in September 2017.

#### **3. Membership**

The Committee will comprise:

- Joseph Vescio, General Manager, SMRC
- Dean Lynch, Administrator
- Angela Ingram, Chair, LRC Member
- 2 x Lions Club Members
- 1 x Lions Club Member (Alternate)
- 2 x Rotary Club Members
- 1 x Rotary Club (Alternate)

#### **4. Roles and Responsibilities**

- Fostering collaboration;
- Attend at least one annual meeting; and
- Discuss funding allocations.

#### **5. Meetings**

- All meetings will be chaired by a Council representative;
- A meeting quorum will be 4 members of the Committee;
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the chairperson makes the final decision;
- Meeting agendas and minutes will be provided by the General Manager's Executive Assistant. This includes:
  - o Scheduling meetings
  - o Preparing agendas and supporting papers
  - o Preparing meeting notes and information

## 6. Guidelines for Funding Allocations

- All members will look for potential projects via their own means;
- A \$2,000.00 limit will be allocated for each project. It is at the Committee's discretion to allocate funds over \$2,000.00 to a project that is identified and deemed significant to the community; and
- There is no limit on the number of projects that can be funded per year.

## 7. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members.