



## **Guidance on Terms of Office for Members of Committees and Regional Teams (including Regional Coordinators)**

This document is an addition to the Terms of Reference for Committees and Regional Teams, designed to clarify certain points, in order to assist in succession planning. It relates only to term time limits and logistics and does not address performance matters or the suitability of a person to take on or continue in a position.

### **Length of Term:**

3 years

### **Term Starts:**

The person will be a member of the Committee/Team and start working from the moment they take office.

However, for purposes of determining when their term ends, all terms will be deemed to start on 1 October of the calendar year in which the person takes office and end on 30 September three years later.

### **Term Limit:**

Committee Members, Regional Coordinators and Team Members will be appointed for terms of 3 years.

Committee Members, Regional Coordinators may serve up to 2 full terms in the same position. After that, they must retire from that position for a minimum of 3 years.

### **Recruitment:**

Conducted in line with the Volunteer Recruitment Policy and Procedures.

**Transition between Terms:** At its meeting in September 2016, the Governing Board decided on the following procedures, but agreed that **these decisions are interim** until the structure is reviewed within the next Strategic Plan (likely 2019-2021). For those people wishing to continue in their roles -

- Committee members may continue with a second term without having to reapply for their role, with approval from both the committee chair and manager.
- Regional Coordinators may continue with a second term without having to reapply for their role, with approval from the manager.
- Regional Delivery Team members may continue with a second or subsequent term without having to reapply for their role, with approval from the manager and regional coordinator.