

ABBOTSFORD CONVENT FOUNDATION TENANTS AND SITE DEVELOPMENT COMMITTEE

Terms of Reference - 8 December 2010

Purpose

To provide an avenue for tenants to express their views to the Board on the vision and strategic plans for the Convent.

Membership

Tenant representatives on the two working parties of 2010 will be invited to join the committee. Any interested tenant is invited to join the committee at any stage.

A minimum of three members of the Abbotsford Convent Foundation Board, together with two ACF staff members will join the Committee. It will be chaired by the Foundation's Deputy Chair who may invite others considered to be capable of adding information or value on particular subjects. The Committee may form sub-committees for particular tasks.

The Committee will not discuss individual tenancy or leasing issues and will not be concerned with day-to-day management of the Convent. The regular tenant meeting is the forum for those issues.

Frequency and duration of meetings

The Committee will meet quarterly, usually in the fortnight before ACF Board meetings. Special meetings may be called when appropriate. Up to two hours will be allocated for each meeting.

Roles and responsibilities

1. Items to be discussed may be submitted in writing 10 days before a meeting, by any tenant or member attending the meeting (to the Chair via info@abbotsfordconvent.com.au). The Chair will receive all suggestions and/or matters referred by the Board and prepare an agenda to be circulated by email at least one week prior to the meeting.
2. The Committee may make recommendations on behalf of the tenants but it is not itself a decision-making body.
3. The Committee Chairperson will report to the full Abbotsford Convent Foundation Board at the next Board meeting following each meeting.
4. Tenants will be advised by email of the response to recommendations and matters reported to the Board.

Minutes

Minutes will be taken by members of the committee on a rotational basis. They will be circulated firstly to the Chair and then to committee members in draft form within 48 hours of the meeting. The chair will circulate final minutes within seven days of the meeting and minutes will be posted on the ACF web site.