



## **Constitutional & Operations Group Terms of Reference**

### **Purpose**

- i. The aim of the group is to conduct a complete review of the BCA Constitution and BCA Manual of Operations and re-write both documents for ratification at BCA council, and subsequent presentation to the 2021 AGM.
- ii. An additional aim is to produce roles and responsibilities / help guides and minimum expectations for key officers (to assist them when new to their post).

### **Membership**

- i. Members are to be invited by the Constitution and Operations Officer.
- ii. The convenor of the group will be the Constitution and Operations Officer.
- iii. Membership should be reviewed on an annual basis and its members re-invited.
- iv. There will not be any restrictions on numbers in these terms of reference, to allow it to reach an organic operable size.

### **Accountability**

- i. The Constitution and Operations Officer will report back to Council at meetings.
- ii. There will be quarterly reports detailing the working group's activities and progress.
- iii. Complaints are to follow BCA procedure and brought to Council.

### **Review**

- i. The re-written documents will be presented to council two meetings prior to the 2021 AGM for consideration, discussion and ratification. On ratification to be presented to the 2021 AGM for member acceptance.

### **Methods**

- i. Focus groups will be formed to look at specific parts of both documents and bring their ideas to the working group for discussion and agreement.
- ii. Official meetings will occur by whatever suitable medium at least quarterly with regular discussions between members of the working group occurring in between.
- iii. The minutes will be published on the BCA website promptly.
- iv. The convenor of the group will prepare the agenda.