

FRIENDS *of* GEELONG BOTANIC GARDENS INC.

ABN: 21 699 253 561 INC NO. A13509G



EXECUTIVE SUB-COMMITTEE POLICY

The Committee of Management of the Friends of Geelong Botanic Gardens have adopted an Executive Subcommittee; the formation of this sub-committee is made under **Section 43: Delegation**, of the **Purposes and Rules 2013, including Amendments August 2014**.

Membership:

The Executive Sub -Committee shall comprise of:

President, Secretary, Treasurer and one of the two Vice - Presidents.

Extent of Delegation:

The Executive Subcommittee shall manage the business of the Friends of Geelong Botanic Gardens between ordinary general meetings, in order to maintain smooth running of the FGBG.

At scheduled meetings with Geelong Botanic Gardens, City of Greater Geelong or representatives of other organisations, at least one member of the Executive and another Committee member are to attend.

All official correspondence to be endorsed by at least two members of the Executive and referred to Committee at the earliest opportunity.

The Executive may not make binding decisions for the Friends without the endorsement of the majority of Committee. The Executive's role is to make recommendations to Committee and carry out day to day operations as necessary.

Reporting:

The Executive Subcommittee shall report regularly to the Committee of Management at each of the Committee's General Meetings.

Ratified 5th July 2021