



# POLICY DOCUMENT

## Sub-committee policy

<b>Organisation:</b>	Te Akatoki o Te Whare Wānanga of Waitaha (Māori Students' Association) Incorporated (Te Akatoki)
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<b>Approved by:</b>	Te Akatoki Executive
<b>Approval date:</b>	TBC
<b>Owner:</b>	Tumuaki, Te Akatoki

## Purpose of the policy

The purpose of the Te Akatoki Sub-Committee Policy is to clearly state the purpose and use cases of a sub-committee of the Te Akatoki Executive.

## Definitions

“Te Akatoki Executive” and “the Executive” means the officers of Te Akatoki, equivalent to a Board of Directors.

## This policy applies to;

- all members of Te Akatoki
- all elected and coopted members of the Te Akatoki Executive
- any Te Akatoki member appointed to represent or act on behalf of Te Akatoki
- Third party service providers and contractors to Te Akatoki
- UCSA or UC staff seconded to support Te Akatoki

## Scope and context

The Te Akatoki Executive has formed sub-committees in order to enhance its efficiency and effectiveness, and to allow focused and specialised attention to specific areas of its responsibilities. It further allows the participation of stakeholders and/or interested parties to contribute to the Executive’s governance and operational responsibilities.

## Policy principles

- **Transparency and Accountability:** All proceedings of a sub-committee shall be recorded and are available to members upon request at any time
- **Equity and Fairness:** The policy will be applied consistently and fairly to all Te Akatoki members, including members of the Executive, ensuring no individual receives preferential treatment
- **Ethical Conduct:** All Te Akatoki members, including members of the Executive are expected to act with integrity and in the best interests of Te Akatoki at all times, with any

conflicts of interest disclosed and managed appropriately

- **Regular Review:** The policy will be reviewed periodically to ensure it remains relevant and effective, incorporating any changes in legal or regulatory requirements

## **Details of the policy**

### **1. Composition of sub-committees**

1. Permanent sub-committees will normally be the:
  - Academic Sub-committee
  - Policy Sub-committee
  - Finance, Risk, and Strategy Sub-committee
  - Complaints and disputes Sub-committee
  - Performance Sub-committee
2. Constitutionally, the Te Akatoki Executive is able to overrule any decision made by any sub-committee
3. All sub-committees shall have terms of reference to ensure clarity of purpose, defined roles and responsibilities, and effective governance.
  - 3.1 These terms of reference shall outline the sub-committee's objectives, scope of authority, membership composition, meeting frequency, reporting requirements, and procedures for decision-making.
  - 3.2 This ensures that each sub-committee operates within a clear framework, aligns with Te Akatoki's overall goals, and maintains accountability to the main governing body
4. Unless a sub-committee is permanent and accordingly recorded in the Constitution, it should have a specified end date.
5. Sub-committees shall be normally chaired by a member of the Te Akatoki Executive
6. The Te Akatoki Executive shall approve all co-opted members of a sub-committee before their term commences.
7. The Executive may at any time remove non-executive members of sub-committees by ordinary resolution.
8. Co-opted members of a sub-committee shall be bound by the Te Akatoki Code of Conduct and Disciplinary Policy

### **2. Proceedings of sub-committees**

1. The Chair of the sub-committee shall write an Executive Summary of the proceedings of the sub-committee and include this with the Minutes of the sub-committee meetings, to be reviewed at the first available Executive meeting.

2. Action points assigned by a sub-committee to a member of the Executive from the same sub-committee shall be considered as performance standards for the purposes of the Te Akatoki Accountability and Reporting Policy.
3. An Executive motion to receive sub-committee minutes will constitute official recognition, but not endorsement, of their contents.
4. An Executive motion to approve sub-committee minutes will constitute endorsement of all decisions and motions that appear in the minutes, and this shall have the same effect as if they were decisions and motions of the Te Akatoki Executive.
5. A motion passed at a sub-committee should not be considered approved by the Executive until a motion to approve it has passed at an Executive meeting.

## Related documents

- Te Akatoki Constitution
- Te Akatoki Code of Conduct
- Te Akatoki Disciplinary Policy
- Te Akatoki Accountability and Reporting Policy
- Te Akatoki Governance Charter
- Te Akatoki Executive Charter

## Review of policy

This policy is due for review in August 2025.