

BGA MANAGEMENT SUB-COMMITTEE - TERMS OF REFERENCE

1. Purpose

The objectives of the Management Sub-Committee are to provide advice to the BGA Committee of Management (the Committee) in all aspects of control, reporting and financial management and to provide assurance to the Committee that the Authority is meeting its contractual and agreement responsibilities with the Australian Government and other relevant authorities and agencies.

2. Membership

2.1 The Management Sub-Committee shall:

- be appointed by the Committee annually for the following year at its last meeting of the year
- consist of the Chair of the Committee, the Chair of the Finance Group, and another member of the Committee

2.2 The Executive Officer of the BGA shall attend all meetings as required.

2.3 The Chair of the Committee shall chair the Management Sub-Committee.

2.4 A quorum shall be 2 members.

2.5 The Committee may co-opt one or more other persons as provided for in the Constitution.

3. Operating principles

3.1 The Management Sub-Committee's activities shall always be confined to the review or oversight of activities or circumstances defined in the BGA Constitution, its policies, contracts, agreements or as requested by the Committee.

3.2 The Executive Officer shall call meetings of the Management Sub-Committee and circulate an agenda at least one week prior to each meeting.

3.3 The Management Sub-Committee shall report to the Committee at each meeting of the Committee or as specified by the Committee.

3.4 Changes in personnel, roles or responsibilities of the Management Sub-Committee shall be determined by the Committee.

3.5 The Management Sub-committee shall meet at least once prior to each Committee meeting.

4. Responsibilities

4.1 Each year the Management Sub-Committee will consider and make recommendation to the Committee on the following:

- the annual budget for the BGA
- the audit findings and the annual financial statements of the BGA
- any Memoranda of Understanding between AISSA and the BGA
- the major end-of-financial-year and end-of-calendar-year reports to the Commonwealth Government.

4.2 The Committee may refer matters to the Management Sub-Committee for consideration and advice and the Management Sub-Committee may bring matters to the Committee.

5. Authority

The Management Sub-Committee shall have no executive powers with regard to its findings and recommendations.

Revised August 2018

Reviewed May 2022 – no change

To be reviewed October 2024