



QRA Commemorations Committee Charter

Purpose

The QRA Commemorations Committee (the '*Committee*') is a group of individuals tasked with managing, on behalf of the QRA Board, the development of agreed commemorative sites established at the Belmont Shooting Complex.

The committee is also responsible for making recommendations to the Board, to ensure proper conduct of approved commemorative events.

The *Committee* will function in accordance with the current version of the QRA Rules.

Membership

The makeup of the *Committee* shall comprise at least three individuals as follows:

- Two QRA Members; and
- One Board member, nominated by the Board.

The maximum number of committee members is uncapped and should provide a range of skills required to develop the present and future goals of this valuable community asset.

The QRA Board will confirm all appointments to the committee, prior to them becoming effective.

Authority

The committee is authorised to liaise directly with internal and external stakeholders including, but not limited to:

- Members of the Belmont Site Users Committee; and
- Public individuals and institutions that have an interest or bearing on the committee's responsibilities.

Responsibilities

The following is a list of responsibilities of the *Committee*:

- Develop an annual budget for inclusion and approval, in the QRA annual budgeting process;
- Performance against budget will be reported on as needs basis, at least quarterly;
- Out of budget items to be reported to the Executive Officer, and will be subject to QRA policy on Delegations of Authority;

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- Immediately report to the Executive Officer any issues of legal, ethical or non-compliance discovered in the course of their work.
- The *Committee* will report its activities back to the Board at least on a quarterly basis.

Meetings

The committee will meet at least quarterly and more often as needed.

A majority of the *Committee* members shall constitute a quorum.

The *Committee* chair may invite any Director, Officer, staff member, expert or other advisor who isn't a member of the *Committee* to attend, but these individuals have no voting power.

The *Committee* will review its charter at least annually and recommend any proposed changes to the Board for review.

COMMEMORATIONS COMMITTEE CHARTER			
Policy number	QC-006	Version	V1.0
Drafted by	Memorial Sub-Committee	Approved by Board on	21/12/22
Responsible person	Memorial Sub-Committee	Scheduled review date	1/12/2025