



# 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 proper conduct of approved commemorative events.

Approved Commemoration events are ANZAC Day and Remembrance Day unless otherwise agreed by the Committee and approved by the Board.

The Committee will function in accordance with relevant the QRA Rules and Policies.

## Membership

The makeup of the Committee shall comprise no less than three individuals including:

- Two QRA Members; and
- One Board member or the Executive Officer, as nominated by the Board.

The maximum number of committee members is uncapped and Committee members will be selected on their ability to provide the range of skills required to develop and deliver successful commemorative events. Nominees to become a member of the Committee shall be first approved by the Committee and then forwarded to the Board for confirmation.

Including members selected from the wider community (beyond QRA members and other Belmont site users) is encouraged.

The QRA Board will confirm all appointments to the committee prior to them becoming effective. The term of appointment shall be 3 years from the date of Board confirmation.

## 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;
- Public individuals and institutions that have an interest or bearing on the committee's responsibilities; and
- Media organisations.

All stakeholder liaisons will be conducted in a manner consistent with the QRA Rules and Policies.

## Responsibilities

The responsibilities of the Committee shall include:

- To prepare for and oversee the operation of the ANZAC Day and Remembrance Day Services.

- To coordinate and liaise with key stakeholders involved with the services which may include:
  - Primary and Secondary Schools for:
    - Poetry Competition,
    - Choir attendance and
    - Student and teacher participation in the events
  - Military organisations
  - Community groups
  - Site users and QRA clubs
  - AWM
  - QRA
- Events promotion and advertising.
- To liaise with research teams for the information to be used at the commemorative events and those to be included on the ACWM web site.
- To liaise with the site development committees (responsible for capital works and maintenance activities).
- To provide material to be placed by others on the ACWM Website.
- To immediately report to the Executive Officer any issues of legal, ethical or non-compliance discovered in the course of their work.
- To provide to the Board copies of its meeting minutes and, within a month following each commemorative event, an assessment report on the event.

The Board and Executive of the QRA shall be responsible for:

- Funding for the commemorative events and any future development of the ACWM.
- Overall management and responsibility for the ACWM including managing the development plan.
- Maintenance of the ACWM monument and grounds.
- Liaison between the various groups associated with the AWCM including:
  - the Commemorations Committee
  - the QRA Museum
  - ACWM research teams
  - the ACWM Website development and management team
  - the ACWM capital works development teams

### Meetings

The Committee will meet at least quarterly and more often as needed. Meetings shall be by physical attendance or by electronic means including video conferencing or teleconferencing.

All Committee members are to be advised of the meeting at least 10 days prior to the meeting occurring.

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.

Matters to be decided by vote will be approved on the basis of a simple majority of those committee members present at the meeting.

### **Election of Chairperson**

#### *Eligibility*

Any member of the Committee, other than a Board member or the Executive Officer, may be nominated for the position of Chairperson.

#### *Timing of Election*

The Committee shall elect a Chairperson at its first meeting in any calendar year or at the first meeting immediately after the position becoming vacant.

#### *Nomination Process*

Nominations shall be made by any Committee member, and shall be seconded by another Committee member.

#### *Voting Procedure*

- Each Committee member present at the meeting shall have one vote. There shall be no proxy votes.
- A simple majority of votes cast shall determine the elected Chairperson.
- The Chairperson shall serve until the first meeting of the Committee in the calendar year following the date of their election or until the position becomes vacant due to resignation.
- The Chairperson may be removed from the position by a simple majority vote of the Committee.
- The Chairperson shall preside over meetings, ensure orderly conduct of business, and may act as the primary liaison between the Committee and the Board.

<b>COMMEMORATIONS COMMITTEE CHARTER</b>			
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Responsible person	Commemorations Committee	Scheduled review date	1/6/2027