

Northern Territory Working Women's Centre Committee of Management – AGENDA/MINUTES

Meeting Date: 16 April 2018
Location: Darwin and Alice offices
Time: 5.20pm for 5.30pm start
Members:
Staff:
Observers:
Chair:
Minutes:
Meeting opened:

Agenda Item	Assigned
Item 1 – Attendance & welcome to new members	
Item 1a – Declaration of conflicts of interest	
Item 2 – Apologies	
Item 2a – Non Attendance	
Item 3 – Ratification of minutes of previous meeting Motion: That the minutes of the February meeting are a true and accurate record. Moved: Seconded: Approved/Not approved	
Item 4 – Open Actions – see table below for updates	
Item 5 – Out of session e-decisions	
Item 6 – Treasurer's Report & tabling of financial reports	JE
Item 7 – Directors' report	
Item 8 – Strategic Plan focus discussion	
Item 9 – Approve new memberships & endorse online members <ul style="list-style-type: none"> • New member application – Tamara Spence Motion: That the new memberships are approved. Moved: Seconded: Approved/Not approved	
Item 10 – Other business 11.1 COM recruitment 11.2 Vice Chair 11.3 Grievance Officer	
Item 12 – Next meeting General Com meeting: Monday 18 June 2018, 5:20pm for 5:30pm start	

Item (4) Open Actions (Closed items to be removed the following month)

#	Description	Assigned	Due Date
	Anna Goat to provide recruitment blurb for new COM members	AG to circulate to COM and through networks	By 9/3/18
	RSVP – all COM to RSVP to meetings by reply emails. SC to send calendar invitations for next meetings.	SC	

Meeting Closed: pm

Strategic Plan

(Please Do Not Remove)

1. Collaboration and Stakeholder Engagement

1.1 To build and maintain strategic relationships with politicians, bureaucrats, unions and the community to help us achieve our vision

1.2 To build and maintain our reputation as industry leaders advocating for the rights of women at work and for workplace cultural change

2. Community Education

2.1 To establish and implement a clear community education framework

3. Funding

3.1 To ensure ongoing financial sustainability and viability of the NTWWC

4. Cultural Accessibility

4.1 To ensure the NTWWC is accessible and culturally appropriate for Aboriginal and Torres Strait Islander women and caters for Aboriginal and Torres Strait Islander women's needs

4.2 To ensure the NTWWC is accessible and culturally appropriate for Culturally and Linguistically Diverse women and caters for Culturally and Linguistically Diverse women's needs

5. Regional and Remote Work

5.1 To explore opportunities for increasing awareness of and accessibility to the NTWWC in remote communities

6 Staff

6.1 To maintain the status of the NTWWC as a model employer and workplace

6.2 To maximise and maintain our capacity and competency

7 Governance

7.1 A well-functioning, enthusiastic and supported COM.

7.2 Effective compliant and transparent risk management.

7.3 Up to date policies and procedures are in place and adhered to.