

CAULCOTT AREA RESIDENTS ASSOCIATION (CARA)

SUB-COMMITTEE – SCOPE OF WORK AND TERMS OF REFERENCE

1. Purpose

The Sub-Committee is established by the CARA Representative Body pursuant to Clause 9 of the CARA Constitution to provide a focused and operational forum for progressing the Association's purpose, objectives and activities.

Its work shall be undertaken in furtherance of Clauses 2 and 3 of the Constitution and in support of the responsibilities of the Representative Body set out in Clause 8.

2. Role of the Sub-Committee

The Sub-Committee shall be the principal operational working group of CARA for progressing agreed priorities and activities.

The Sub-Committee shall operate within the purpose, powers and objectives of the Constitution and shall not supersede the authority or decision-making responsibilities of the Representative Body.

3. Relationship with the Representative Body

The Representative Body shall retain overall responsibility for the governance, priorities, strategy and formal positions of CARA.

The Sub-Committee shall:

- work within the priorities and strategies established by the Representative Body;
- formally report to the Representative Body at least quarterly

This arrangement is intended to ensure that the Sub-Committee can operate efficiently on detailed matters while maintaining appropriate accountability to the Representative Body.

4. Membership and Attendance

The Sub-Committee shall initially comprise of available members of the Representative Body.

The Sub-Committee shall be chaired by the Chair of CARA.

Any CARA member may attend meetings of the Sub-Committee and participate in discussions, subject to the direction of the Chair and the practical requirements of the meeting.

The Sub-Committee may draw upon the knowledge, expertise and assistance of other CARA members and relevant external individuals or organisations.

5. Meetings

The Sub-Committee shall initially meet weekly on Fridays, or as required by the workload, urgency or timing of matters.

Each meeting shall operate to a pre-agreed agenda, circulated in advance where practicable.

6. Operational Nature of Meetings

The meetings are intended to be detailed operational working meetings, rather than formal meetings of the Representative Body.

Accordingly, formal minutes will not normally be prepared or published for routine Sub-Committee meetings.

6. Reporting

The Sub-Committee shall make a formal report to the Representative Body at least quarterly.

7. Duration and Review

Its continued operation, composition, remit and working arrangements shall be reviewed periodically by the Representative Body in light of CARA's priorities and workload.

The Representative Body may amend these Terms of Reference, including the composition and duration of the Sub-Committee, in accordance with Clause 9 of the Constitution.

8. Guiding Principle

The Sub-Committee shall operate as a focused, flexible and action-oriented working group, enabling CARA to undertake the detailed work necessary to fulfil its constitutional objectives while ensuring that strategic direction, formal CARA positions and overall accountability remain with the Representative Body.

John Paterson

Secretary

7th August 2026