



## Branch Executive Committee Succession Planning, Remuneration and Co-ordination Subcommittee Charter

<b>Constitution</b>	The Succession Planning, Remuneration and Co-ordination Subcommittee (Subcommittee) is a subcommittee of, and responsible to, the Branch Executive Committee (BEC) under Clause 34 & 35 of the Constitution.
<b>Purpose</b>	The role of the Subcommittee is to provide advice to the BEC on succession planning and the remuneration of personnel and to ensure co-ordination between the BEC, Executive Management and the State Leadership Team.
<b>Functions</b>	<p>The functions of the Subcommittee are as follows:</p> <ul style="list-style-type: none"> <li>• to develop a succession plan for consideration by the BEC;</li> <li>• to implement approved BEC Succession Plans, including the identification of potential candidates;</li> <li>• to review and make recommendations to the BEC relating to compensation, bonuses, incentives and remuneration of all salaried personnel of the Victorian Branch, including           <ul style="list-style-type: none"> <li>– Ensuring remuneration is reviewed and benchmarked regularly through an independent external professional service provider to ensure the Victorian Branch remains competitive, not always applying percentiles rigidly but taking into account skills scarcity and performance</li> <li>– Reviewing and recommending remuneration of senior/executive managers</li> <li>– Ensuring that differences in remuneration are not based on differences in gender</li> <li>– Ensuring remuneration policies are based on best practice and reviewed in line with market trends;</li> </ul> </li> <li>• to provide a forum for the co-ordination of the activities and programs of the BEC, the Executive and State Leadership Team arms of the Scouts Victoria; and</li> <li>• to provide a forum to determine implementation priorities of the adopted Strategic Plan.</li> </ul>
<b>Membership</b>	<p>The membership of the Subcommittee shall consist of the:</p> <ul style="list-style-type: none"> <li>• Chairman of the BEC</li> <li>• Chief Commissioner or the Chief Commissioner's nominee</li> <li>• The Executive Manager</li> <li>• As required, the Deputy Chief Commissioner, the Treasurer and the HR Manager.</li> </ul>



<b>Chairman</b>	<p>The Chairman of the Subcommittee:</p> <ul style="list-style-type: none"> <li>• shall be the BEC Chairman</li> <li>• is responsible for giving notice of meetings, developing meeting agendas and chairing all meetings of the Subcommittee.</li> <li>• shall provide a written report of significant findings and recommendations of the Subcommittee to the BEC following each subcommittee meeting.</li> </ul>
<b>Meetings and Procedures</b>	<p>The Subcommittee shall meet and regulate its meetings and proceedings as it may think, subject to the following provisions:</p> <ul style="list-style-type: none"> <li>• the meeting quorum shall be a majority of members</li> <li>• decisions shall be made by majority vote and, in the event of an equality of votes, the chairman shall have a casting vote.</li> <li>• non-members may be invited to attend meetings and contribute to discussions, but shall not have voting rights.</li> <li>• Minutes will be taken of all meetings detailing those present and all resolutions passed</li> <li>• members shall be invited to disclose any conflicts of interest at the commencement of each Subcommittee meeting.</li> </ul>
<b>Delegated Authority</b>	<p>The Subcommittee shall have the authority to seek any information it requires necessary to achieve its functions, including the seeking of independent advice, but does not have the authority to spend monies other than in accord with the BEC's Delegation Policy. The Subcommittee does not have authority to make decisions on behalf of the BEC other than where a specific delegation of authority has been made.</p>
<b>Reporting and Performance Assessment</b>	<p>The Subcommittee shall provide regular reports to the BEC of its activities and decisions. The Subcommittee shall prepare an annual work program and undertake an annual performance evaluation of its achievements.</p>

