



R S L N S W

Respecting, supporting and remembering
our veterans and their families

Selections Committee Charter

VERSION	1.0
DOCUMENT STATUS	Approved
DOCUMENT AUTHOR	Nick Mowat
APPROVED BY	RSL NSW Board
EFFECTIVE DATE	26 February 2020

Table of Contents

1. GENERAL PURPOSE OF THE COMMITTEE	3
2. POWERS OF THE COMMITTEE.....	3
3. COMMITTEE MEMBERSHIP	3
4. COMMITTEE RESPONSIBILITIES.....	4
5. MEETINGS.....	5
6. COMMITTEE REVIEW	5
7. REPORTING AND ACCOUNTABILITY TO THE BOARD	5

1. GENERAL PURPOSE OF THE COMMITTEE

RSL of Australia (*RSL National*) has instituted awards to recognise any person or body which has given outstanding service.

The Board or RSL NSW is empowered under the RSL National Constitution to propose the making of awards to recipients nominated by members of RSL NSW to the RSL National Executive.

The Selections Committee (*Committee*) of the Board of RSL NSW (*Board*) has been established in accordance with the RSL NSW Constitution (*Constitution*) to consider nominations for these awards.

The awards are:

- Meritorious Service Medal for Life Members;
- Life membership for Service Members;
- Life membership for Auxiliary members;
- Certificate of Merit and Gold Badge for non-Service Members; and
- ANZAC of the Year nominations.

(*Committee's Purpose*).

2. POWERS OF THE COMMITTEE

The Board delegates to the Committee the powers and authority set out in this Selections Committee Charter (*Charter*). The Board may make other delegations to the Committee from time to time. This delegation does not relieve the Board of its responsibilities for these matters.

The Committee must exercise the powers delegated to it in accordance with any directions, strategies, objectives or policies of the Board. Recommendations of the Committee shall not be binding on the RSL NSW unless the recommendations are approved by the Board.

The Committee, in performing its functions, may:

- a) request additional information from a sub-Branch, Service Member or Auxiliary Member;
- b) request any employee of the RSL NSW to attend a meeting of the Committee;
- c) to the extent permitted by law, access any document, report, material or information in the possession of an employee or external adviser of RSL NSW;
- d) through the CEO, have access to senior management of RSL NSW;
- e) through the CEO, obtain reasonable independent professional advice to assist it in the proper exercise of its powers and responsibilities, with the cost to be borne by RSL NSW;
- f) direct such persons (or categories of persons) as the Committee determines from time to time, to execute, implement and/or finalise any matter that has been approved by the Committee pursuant to this Charter, in accordance with the Committee's instructions; and
- g) meet any reasonable travel, accommodation or out of pocket expenses incurred by Committee members in attending Committee meetings in accordance with any relevant travel policy.

Further, the Chief Executive Officer (CEO) and the State Secretary, or persons in similar roles, will have direct access to the Committee as needed.

3. COMMITTEE MEMBERSHIP

The Committee will consist of at least three members and a maximum of five members, including:

- The Chair (who must be an RSL NSW Director);
- Up to two additional RSL NSW Directors (including the President in an ex-officio capacity); and
- Up to two additional non-Board members, as determined by the Committee.

All members of the Selections Committee must be Service Life Members.

The Committee's work is supported by the CEO and the State Secretary, or persons in similar roles.

4. COMMITTEE RESPONSIBILITIES

If any Committee member has a material personal interest in or an interest by way of a personal or other relationship to any matter being considered by the Committee, then that Committee member must give the Committee and the Company Secretary notice of that interest as soon as that member becomes aware of the interest. Such a notice must give details of the nature and extent of the interest and the relation of the interest to the affairs of RSL NSW.

The scope of the Committee's responsibilities is as follows:

1. **Awards for Recognition of Service**

- a) The Committee has authority to consider and recommend action to the Board regarding the nomination of candidates for the award of a:
 - i. Meritorious Service Medal,
 - ii. Life Membership,
 - iii. Certificate of Merit and Gold Badge, and
 - iv. ANZAC of the Year.
 - v. .
- b) The Committee must:
 - i. assess the accuracy and quality of each application and citation submitted by sub-Branchedes or District Councils;
 - ii. determine whether the nomination is appropriate for the award for which the nominee is being recommended based on the requirements of the Standard Operating Procedures, the Constitution of RSL NSW and the Constitution of RSL National;
 - iii. recommend all nominations deemed to be appropriate to the Board of RSL NSW for decision; and
 - iv. except in the case of the ANZAC of the Year award and Meritorious Service Medal awards, advise nominating sub-Branchedes of unsuccessful nominations.

2. **Referral from CEO**

- a) The CEO may refer to the Committee any matter relevant to the Committee's Purpose, whether or not that matter is:
 - i. within the CEO's delegated authority from the Board (for example, where the CEO considers the matter should be referred to, or discussed with, the Committee); or
 - ii. outside of the CEO's delegated authority from the Board, (each a *Referred Matter*).
- b) In relation to any Referred Matter, the Committee has authority to:
 - i. approve that Referred Matter if the matter is within the scope of the Committee's approval powers under this Charter;
 - ii. consider and make recommendations to the CEO for approval by the CEO if the Referred Matter is within the CEO's delegated authority; or
 - iii. otherwise, make recommendations to the Board for approval.

3. **Other Matters**

- a) The Committee has authority to consider and approve any other matters relating to the Committee's Purpose as set out in Section 1 above, provided that this would not authorise the Committee to:
 - i. approve any matter which the Committee only has the authority to recommend to the Board; or
 - ii. take any other action that the Board has expressly reserved to itself from time to time.

5. MEETINGS

Holding of meetings

- a) Subject to paragraphs 5(c) and 5(d), the Committee will meet at least 4 times a year, or more frequently as circumstances dictate.
- b) Meetings may be face-to-face, or via telephone or video conference as considered appropriate by the Committee.
- c) A member of the Committee may request that a meeting of the Committee be convened.
- d) The Committee Chair should consider calling an unscheduled meeting if requested to do so by a Committee member, the CEO, the State Secretary, or persons in similar roles.

Quorum

- a) At least fifty percent plus one of the members of the Committee, present in person or by using any technology, will constitute a quorum. The quorum must be present at all times for the purposes of resolving any decisions.

Committee papers

- a) Unless directed by the Chair, the Committee Secretary will distribute in advance of a meeting of the Committee an agenda and any related papers to:
 - i. each member of the Committee; and
 - ii. the CEO, the State Secretary and other members of the management team; and
 - iii. if requested, to any Board Director.

6. COMMITTEE REVIEW

- a) The Committee will review its performance periodically, including to consider whether it is performing effectively and has met the terms of this Charter, and will report the outcome of the review to the Board.
- b) The Committee will review this Charter at least every two years to ensure it remains current to the needs and structure of RSL NSW and recommend amendments to the Board for approval. This Charter may only be amended by a resolution of the Board.

7. REPORTING AND ACCOUNTABILITY TO THE BOARD

The Committee is accountable to the Board for the exercise of the Committee's responsibilities and delegated authority under this Charter. The Committee will:

- a) submit recommendations for awards for approval by the Board;
- b) report to the Board on the exercise by the Committee of its authority;
- c) through the Committee Chair, provide updates and make recommendations to the Board on matters that are within the scope of this Charter; and
- d) through the Committee Chair, promptly bring to the attention of the Board any matters before the Committee that may materially impact the financial condition, risk profile or affairs of RSL NSW, or any material non-compliance with applicable laws.

However:

- a) The delegation of authority under this Charter does not preclude the Board from exercising power or authority in relation to a matter that is within the Committee's delegated authority, if the Board so decides.
- b) In addition, the Committee may at any time, through the Committee Chair, refer any matter that is before the Committee to the Board for consideration (even if that matter falls within the Committee's authority under this Charter to approve).