



RSL
NSW

Respecting, supporting, and remembering
our veterans and their families

Young Veterans Committee Charter

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DOCUMENT AUTHORS	Valentyna Jurkiw, Jon Black, Bronte Pollard, John Hopwood, Sarah Watson, Russell Maddalena, Mick Birtles, Adrian Sutter
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1. PURPOSE

- 1.1 The Young Veterans Committee (**Committee**) of the Board of RSL NSW (**Board**) has been established in accordance with the RSL NSW Constitution (**Constitution**). The Committee is responsible to the Board of RSL NSW for *directly advising on matters impacting young veterans*.
- 1.2 The Scope of the Committee's responsibilities include to;
- a) Engage with young veterans, not yet participating in the League, to identify perceived shortfalls in supporting younger veterans, and seek ways to attract them to joining, including stepping up to volunteer leadership roles.
 - b) Advise how RSL NSW – ANZAC House (HQ) and critically sub-Branches would more effectively attract younger veterans to participate in the League so it can be more effective in delivering its core purpose.
 - c) Advise how the RSL NSW strategic direction can be improved to engage and support younger veterans more effectively.
 - d) Advise RSL NSW on constitutional, strategic, or other issues that are directly or indirectly inhibiting young veterans from participating in the League.
 - e) Provide an independent report to the Board by December 2022 on the effectiveness of the sub-Branch structure to deliver support (mateship) and other services per the Strategic Plan, and once the report is delivered, advocate for recommendations to be adopted and implemented.
 - f) Assist in identifying and supporting a spokesperson for the RSL in NSW, to ensure the RSL's public comments are heard and are relevant to younger generations of veterans, and those still serving.
 - g) Engage sub-Branches directly to advise on how to make changes to improve recruitment of younger members.
 - h) Provide a report at Congress.
 - i) Present and provide advice to the District President's Council and seek feedback from the District President's Council.

2. ROLE OF COMMITTEE MEMBERS

- 2.1 Committee Members bring their experience and expertise in advocating for young veterans and their families. Committee members are well versed in the entitlements and provisions provided to Veterans and Families by the Department of Veteran Affairs and have a good understanding of the ex-serving organisation (ESO) landscape within NSW.
- 2.2 The functions of each committee member is to:
- Read all relevant correspondence prior to attending committee meetings
 - Attend committee meetings and participate in committee discussions
 - Remain informed of all RSL NSW activities and contribute to their successful outcomes
 - Respond to tasking from the committee Chair
 - Get to know other committee member and build collegial working relationships that contributes to consensus
- 2.3 Committing to collective decision-making processes of the Committee. Each member will always respect the contributions of other members and strive to understand their perspectives and contributions to Committee debate. Members will debate issues openly and constructively and be free and expected to question or challenge the opinions presented at meetings. Members will always maintain the confidentiality of Committee discussions.

3. POWERS OF THE COMMITTEE

- 3.1 The Board delegates to the Committee the powers and authority set out in this Charter (**Charter**). The Board may make other delegations to the Committee from time to time. This delegation does not:
- a) relieve the Board of its responsibilities for these matters;
 - b) 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.
- 3.2 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 RSL NSW unless the recommendations are approved by the Board.
- 3.3 The Committee, in performing its functions, may:
- a) Request, through the CEO, any employee of the RSL NSW to attend a meeting of the Committee;
 - b) 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;
 - c) 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;
 - d) present a budget to the CEO prior to March every year to 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 (Teams or on-line should be used as default for meetings).
- 3.4 The responsible RSL NSW Executive for the Committee is the CEO (**Responsible Executive**).

4. COMPOSITION and APPOINTMENT

- 4.1 The Committee comprises at least five (5) members, but not exceeding nine (9) including:
- a) the person elected as Committee Chair in accordance with clause 4.4 below; and
 - b) at least one director (as it is a board committee)
- 4.2 In forming the Committee, consideration must be given to diversity of membership in relation to age, gender, and geographical location so that the Committee can accurately represent the target cohort and execute its prescribed responsibilities.
- 4.3 Committee members, other than directors, are recommended by the CEO to the Board for approval. The CEO is to invite any interested person to join the committee through an application or Expression of Interest (EOI) process. To establish the Committee, the CEO may appoint *interim members* before seeking expressions of interest from the League's membership. Committee tenure is limited to five years, with extensions granted by the CEO. The CEO is to ensure membership is staggered (so members are not all replaced at the same time.)
- 4.4 The Committee Chair is elected by the members of the Committee annually at the Committee's meeting held at the same time as the annual Congress. The Secretary of the Committee is provided by the Company Secretary, or another person nominated by the Chair of the Committee and a record of meetings should be maintained by the Committee.
- 4.5 The Board may appoint and may remove any member from the Committee at any time with or without cause, including the Committee Chair. If the Chair is removed by the Board, the Committee will elect another member at the next following Committee meeting.

- 4.6 The Committee may invite other people to attend Committee meetings, as it considers necessary, and from time-to-time request presentations from internal and external advisers at its meetings.

5. QUORUM

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 always present during the meeting.

6. MEETINGS

- 6.1 The Committee will meet at least four times a year, or more frequently as circumstances dictate. Dates are set by the committee chair. If the Committee intends to present matters to the Board, a minimum four week notice period is required to have the item listed on the agenda, and three weeks for papers to be provided. The Board meeting schedule is available from the Company Secretary.
- 6.3 The Committee Chair must call an unscheduled meeting if requested to do so by the Responsible Executive.

7. CONFLICT

- 7.1 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.

8. COMMITTEE REVIEW

- 8.1 The Committee will review its performance periodically (at least annually), 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.
- 8.2 The Committee will review this Charter at least every two years (commencing in 2022) to ensure it remains current to the needs and structure of RSL NSW and recommend amendments to the Board for approval.
- 8.3 This Charter may only be amended by a resolution of the Board.

9. REPORTING AND ACCOUNTABILITY

- 9.1 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 copies of its minutes to the Board for noting;
 - b) report to the Board on the exercise by the Committee of its authority;
 - c) through the Committee Chair, provide updates and make recommendations, through the CEO, to other relevant RSL NSW committees and senior management on matters that are within the scope of this Charter.