



SCF Sub-Committee Protocols

Roles and Responsibilities.

(formulated 2011)

1. Sub- Committees can be formed by the SCF to undertake specific tasks or planning. These sub-committees can be classified into two groups:
 - a) *Ad hoc Committees - are formed to perform specific tasks and cease to exist after the tasks are completed.*
 - b) *Standing Committees – those which have an ongoing role and are elected annually, or confirmed by the SCF Management Ccommittee.*
2. Sub-committees have delegated powers and are fully accountable to the SCF Management Committee. Each sub-committee must operate within the terms of reference or rules set for it by the SCF Management Committee. Sometimes a sub-committee may write its own rules but these must be properly endorsed by the SCF Management Committee before the sub-committee begins work.
3. A proper subcommittee must:
 - a) Be elected by the SCF (either at a general meeting or by the executive committee)
 - b) Conform to the rules of the operation endorsed by the SCF
 - c) Report regularly to the SCF executive committee
 - d) Hand over any profits which may have resulted from the subcommittees activities, after all operational costs have been met.
4. A sub-committee does not have a constitution separate from the SCF, nor a separate set of office bearers. The head of the sub-committee is known as the convener or chairperson.
5. A sub-committee has no discretion to commit funds for purchases on behalf of the SCF Inc..