



# Healesville Community Renewable Energy Inc

## POLICY DOCUMENT

<b>Policy number</b>	HCMP002		
<b>Policy Type</b>	Management Policy		
<b>Policy subject</b>	Healesville CoRE Subcommittees		
<b>Policy purpose</b>	Healesville Community Renewable Energy Inc is managed by a Central Committee. The Central Committee operates with a functional structure that aligns roles and responsibilities to a Central Committee person. This HCMP002 document illustrates the organisation structure of the association.		
<b>Effective policy date</b>	August 2018	<b>Scheduled policy review date</b>	June 2019

### Introduction

Healesville CoRE follows the Model Rules for an Incorporated Association to govern its operations. Rule 42 (3) (b) of the Model Rules states that the Central Committee may establish subcommittees consisting of members with terms of reference it considers appropriate. Rule 43 (1) states that the Central Committee may delegate to a member of the Committee, a subcommittee or staff any of its powers and functions (other than this power of delegation or a duty imposed on the Central Committee by the Incorporations Act or any other law).

### Purpose

Policy HCMP002 shows the functional structure of the roles and responsibilities that are identified in the Central Committee Structure document (HCMP001).

### Subcommittee Responsibilities

Healesville CoRE has identified three Subcommittees that assist in delivering the operational responsibilities of the association. Each of the Subcommittees is chaired by the corresponding Central Committee Manager. New members are encouraged to join Subcommittees if they are interested in contributing to the running of the association.

Subcommittee	Responsibility
Media	This group is responsible for promoting Healesville CoRE through digital channels such as our website and social media, production of print media as requested, monitoring online correspondence, and working with graphic designers, web designers as required.
Community Engagement	This group is responsible for engaging with the community and promoting Healesville CoRE via channels such as festivals, schools, markets, newspapers, etc. and providing support to Events Coordinators at various events and organising volunteers.
Technical	This group is responsible for researching potential service providers and keeping Healesville CoRE updated with ongoing developments in the renewable energy area.

# Functional Structure

