



2019

WORKS CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

Proposed Tobago Advisory Committee Charter

Works Credit Union Co-operative Society Limited

Tobago Advisory Committee Charter

I. Purpose

This Charter is intended to define the responsibilities and areas of accountability of the Tobago Advisory Committee (TAC) in its role to:

- a. Promote the objectives of the Education Committee for and on behalf of the membership in Tobago.
- b. Support implementation of the activities related to the approved education programme for the WCU membership;
- c. Assist in promoting the core values of WCU, among existing and new members
- d. Assist in the recruitment of new members to WCU

II. Composition and Term of Office

The TAC shall consist of five members elected annually at the General Meeting of the Tobago membership. The Executive is then elected to the following positions:

- Chairperson
- Vice Chairperson
- Secretary
- Two Ordinary Members

The Branch Supervisor is an Ex-officio member of the Committee

In addition, a member of the Education Committee shall be assigned to liaise with the Committee and provide guidance as required.

Each member is entitled to serve for a period of two years and can serve for not more than two consecutive terms.

During his/her term of office, a member of the TAC, shall not be eligible to a member of the Supervisory Committee, Credit Committee or the Board of Directors.

Meetings

The TAC shall meet at least once per month to conduct its affairs. Three (3) members of the TAC constitutes a quorum.

Minutes of all monthly meetings shall be recorded, confirmed and submitted to the Chair of the Education Committee at least five (5) working days following the meetings.

During the implementation of a project, the Project Committee may meet at the discretion of the TAC Chair

III. Authority

The TAC shall have the authority to:

- a. Co-opt persons, on a voluntary basis, who may participate in discussions but have no voting rights.
- b. Implement projects inclusive of budgetary requirements as approved by the Board of Directors through the Education Committee and instructed by the General Manager

IV. Duties and Responsibilities

a. Matters to be Addressed Annually

1. Prepare an action plan for delivering the approved Education Programme for the year
2. Prepare a budget to cover the cost of implementing its programmes and submit same to the Board, through the Education Committee, for its approval
3. Submit a report of its activities to the Board through the Education Committee and present same to the Tobago General Membership Meeting

b. Key Functions

1. The TAC shall assist the Credit Union to effectively liaise with the Tobago membership and direct all complaints/issues for the attention of the Branch Supervisor and Education Committee.
2. It shall work alongside the Branch Supervisor in the implementation of the Board-approved Education Programme to be undertaken for the membership.

3. To be available to attend meetings and ongoing Training sessions provided by the Society.
4. To develop and maintain records of the functioning of the Committee
5. To collaborate with the Education Committee to ensure that the activities are implemented in Tobago are in alignment with the objectives of the Education Committee.

V. Stipends

All elected members of the TAC shall receive a monthly stipend in accordance with WCU stipend policy.

VI. Accountability

1. The TAC is an ad-hoc Committee established by the Board and is accountable to the Board of Directors.
2. This Charter or any part thereof may be amended or repealed by the Board
3. The TAC shall replace the existing Tobago Liaison Officers.