

### **POLICIES AND PROCEDURES FOR SUB COMMITTEES**

This policy is drawn up to ensure that all parties understand the relationship between West Tamar Arts Group Incorporated its executive committee and its sub committees.

1. It is vital that all committees and sub committees work together for the best outcomes of the organisation.
2. There must be at least two committee member of WTAG on all committees and sub committees.
3. Minutes and notes from each meeting of a subcommittee are to be provided to the WTAG Committee for our reference and records.
4. Any proposal must be presented to WTAG for consideration before any action is taken.
5. Any grant being considered for application must be brought to the attention of the WTAG committee prior to the grant application being submitted
6. Advance notice of proposed events needs to be given as soon as possible to ensure full use of our web site and social media.
7. All media and advertising material, must recognise WTAG as the over arching body and be approved by the executive committee prior to publication.
8. All financial transactions must be approved in advance by the WTAG Committee and receipted by the Treasurer.
9. Any professional imagery taken at events is to be copied to WTAG Committee for our records and promotions.

WTAG Committee appreciates all the work subcommittees and individuals are doing to promote arts in the Tamar Valley.

The Executive Committee is happy to meet at short notice if required.