



NSWERA Governance Manual

SMC Position Description - Document No. 7.4.12

Position Title

Procedures

Position Purpose

Ensure the SMC has ready access to the details of past motions and standing procedures are documented by maintaining a motions register and a procedures manual.

Principle Accountabilities & Performance Indicators.

Motions Register

A file of formal motions recorded in a filtered MS XL file is to be present and accessible at all SMC meetings.

KPI – File available.

Motions Register Update

All Formal motions from ratified minutes are recorded in the file by the next SMC meeting.

KPI – File up-to-date.

Procedures Manual

Provide assistance and support to others in documenting key procedures to a standard format and maintain an indexed file of the procedures.

KPI - File and system established.