

CAVAL Working Parties and Sub-Committees

Operational guidelines

1 Working Party/Sub-Committee meetings

- 1.1 The Working Party/Sub-Committee meets at a frequency necessary to successfully achieve its objectives.
- 1.2 The CAVAL Member Services representative, in consultation with the Chair, prepares an agenda for each meeting.
- 1.3 The attending CAVAL Member Services representative ensures that the minutes of each meeting are taken and that there is effective communication as to the group's activities.
- 1.4 The Chair will meet at least once a year with Chairs of other Interest Groups and Advisory Committees to coordinate programs and activities and to discuss issues of mutual interest relating to the organisation and management of CAVAL interest groups and committees.

2 Working Party/Sub-Committee office holders

- 2.1 If the Chair is unavailable to chair a meeting/s, the Deputy Chair will chair. If neither is available, a delegated member will 'act as the Chair' and report back to the Chair within one week of the meeting.
- 2.2 In the event of the resignation of the Chair within six months of the next Chair election, the Deputy Chair will assume the role of Acting Chair for the remainder of the term. A new Deputy Chair will be elected at the next Group meeting for the remainder of the term.
- 2.3 In the event of the resignation of the Chair any time before six months from the next Chair election, the Deputy Chair will assume the role of Acting Chair until the next Group meeting where a new Chair election will take place. The new Chair will remain Chair until the next Chair election.