

HGTA
Terms of reference – Chairs of Twin Town sub-committees

Twin Town sub-committees exist for the purpose of supporting the HGTA mission statement by building strong links with our twin towns.

1. The sub-committee shall consist of a minimum of 3 and up to 6 people including the Chair. Additional temporary members may be co-opted as necessary for a specific purpose or skill.
2. The sub-committee is accountable to the HGTA Committee in terms of activities undertaken and control of expenses.
3. The sub-committee shall produce an annual plan of activities and estimated costs, and shall seek approval from the HGTA Committee for allocation of a suitable budget.
Note: this excludes those elements of Twinning activity for which budget and cost control responsibility lies with the Treasurer under his/her terms of reference.
4. The sub-committee shall actively seek opportunities to develop and foster relationships between twin towns.
5. The sub-committee shall be responsible for organising cultural visits and other events as directed by the HGTA Committee.
Note: this includes ad hoc events which may occur during the course of the year. These may require additional funding which was not included in the original budget.
6. The sub-committee shall nominate members to attend meetings in twin towns as requested by the HGTA Committee.