



Policy for Sub-Committees (1) 15/04/24

1. Purpose and Scope:

- The purpose of this policy is to establish guidelines for the formation, operation, and dissolution of sub-committees within Nutritional Therapists of Ireland (NTOI), a non-profit organisation.
- This policy applies to all sub-committees formed under the auspices of NTOI.

2. Formation of Sub-Committees:

- Sub-committees may be formed to address specific tasks, projects, or areas of interest within NTOI.
- Formation of a sub-committee must be proposed to and approved by the NTOI Board of Directors.
- Sub-committees shall consist of at least three NTOI members, with one member designated as the chairperson.

3. Responsibilities of Sub-Committees:

- Sub-committees are responsible for carrying out tasks and achieving objectives as assigned by the NTOI Board of Directors.
- Sub-committees shall develop action plans and timelines for their activities, subject to approval by the Board.
- Regular progress reports shall be submitted to the Board to update on the sub-committee's activities and achievements.

4. Composition of Sub-Committees:

- Sub-committees should be composed of members with relevant expertise, experience, and interest in the area addressed by the sub-committee's mandate.
- Efforts should be made to ensure diversity and representation across different sectors and demographics within NTOI membership.

5. Chairperson of Sub-Committees:

- The chairperson of a sub-committee shall be responsible for:
 - Facilitating meetings and ensuring effective communication among sub-committee members.
 - Liaising with the NTOI Board of Directors to provide updates on the sub-committee's progress.
 - Ensuring that the sub-committee operates in accordance with NTOI's mission, values, and policies.

6. Meetings and Communication:

- Sub-committees shall hold regular meetings as necessary to fulfill their objectives.
- Meetings may be conducted in person, virtually, or through other suitable means of communication.
- Minutes of all sub-committee meetings shall be recorded and submitted to the NTOI Board of Directors.



7. Resources and Support:

- NTOI shall provide necessary resources and support to facilitate the work of sub-committees, including administrative assistance, access to relevant information, and financial resources as approved by the Directors.

8. Dissolution of Sub-Committees:

- Sub-committees may be dissolved upon completion of their assigned tasks, achievement of their objectives, or at the discretion of the NTOI Board of Directors.

- Upon dissolution, sub-committees shall submit a final report detailing their activities, outcomes, and any recommendations for future action.

9. Compliance:

- All sub-committees and their members shall comply with NTOI's bylaws, policies, and applicable laws and regulations.

10. Review and Revision:

- This policy shall be reviewed periodically by the NTOI Board of Directors and revised as necessary to ensure its effectiveness and relevance.

11. Adoption:

- This policy shall be adopted upon approval by the NTOI Board of Directors and communicated to all relevant stakeholders.

12. Effective Date:

- This policy shall take effect upon adoption by the NTOI Board of Directors and shall remain in force until amended or repealed.

****Signed:****

[Name of NTO Directors]

[Date of Adoption]

This policy provides a framework for the establishment and operation of sub-committees within Nutritional Therapists of Ireland, ensuring clarity, accountability, and effectiveness in achieving the organisation's objectives.