

1. PURPOSE

The EMDR Association of Australia (EMDRAA) promotes best practices in EMDR therapy knowledge to its members and other EMDR therapists, increasing our capacity for healing in the community.

The purpose of the Policies Committee is to develop policies that are relevant to the operational effectiveness and support the operational governance of EMDRAA for the benefit of members.

2. OBJECTIVES

The Policies Committee advises the Chief Executive Officer (CEO) and the EMDRAA Board on initiatives that help the organisation deliver high-quality education, training, and engagement to its members and the community through robust policies. The committee offers expert guidance on leading policy development and reviewing existing policy documents.

3. DUTIES AND RESPONSIBILITIES

The Policies Committee will have the delegated power listed in this document and make recommendations to the CEO and the EMDRAA Board regarding the abovementioned purpose and objectives.

4. POWERS

The Policies Committee has delegated authority to:

- 4.1 Provide input on EMDRAAs policies, procedures and other documents
- 4.2 In consultation with the CEO determine document development prioritisation
- 4.3 Develop policies that support the broad functions of EMDRAA
- 4.4 Review and update existing policies in line with review schedules or as required.

5. COMPOSITION

- 5.1 The Policies Committee will consist of a minimum of five (5) and up to eight (8) members.
- 5.2 Membership will aim to include a diverse group of membership types.

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| Policies Committee | | | |
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- 5.3 Membership will aim to include a diverse representation of professional skills and knowledge.
- 5.4 The committee may appoint co-opted members for short periods of time as required for their skills or knowledge.
 - 5.4.1 Co-opted members will not have voting rights.
- 5.5 The CEO or the Board may appoint independent members.
- 5.6 The CEO may be in attendance.
- 5.7 All roles on EMDRAA Committees and Working Parties are unpaid volunteer positions.

6. METHOD OF APPOINTMENT

- 6.1 The Policies Committee shall be formed through expressions of interest from the membership, advertised in the EMDRAA Essentials newsletter or other communication methods, and approved by the CEO or Board.
- 6.2 The Chair and Deputy Chair shall be appointed by election of the Committee and with approval from the CEO or Board.
- 6.3 All Committee Members are subject to their relevant professional ethics, the EMDRAA Code of Conduct and EMDRAA policies and standards.
- 6.4 For breaches of professional or EMDRAA policies, and where possible, in consultation with the Committee Chair, the CEO or EMDRAA Board may dismiss Policy Members from the Committee or related roles (e.g. Chair).
- 6.5 The CEO or EMDRAA Board may, at its discretion, allow other persons to attend Committee Meetings.

7. TENURE

Appointment to the Policies Committee is ideally for a minimum of one (1) year, with a maximum appointment of three (3) years, unless approved by the CEO.

8. MEETINGS

- 8.1 Committee Meetings will align with the powers delegated to them.
- 8.2 Members are expected to:
 - 8.2.1 attend meetings and actively participate in discussions.
 - 8.2.2 read agenda papers and minutes of meetings.
 - 8.2.3 keep matters relevant to the Terms of Reference.
 - 8.2.4 maintain confidentiality on matters.
 - 8.2.5 dedicate time to the committee-related activities.
- 8.3 Members of the Committee must:

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8.3.1 comply with all EMDRAA codes, policies, and other requirements, including declarations of interest, confidentiality, and privacy.

8.3.2 will not represent, submit, or promise anything on behalf of EMDRAA or take any action that obligates EMDRAA without written permission from the Board or the CEO.

8.3.3 will not enter contracts, agreements, or incur expenses or liabilities on behalf of EMDRAA, except by delegated authorities as determined by the Board or with the prior written authorisation of the Board or the CEO.

9. QUORUM

A quorum is the voting majority of the Policies Committee, with a deciding vote by the Chair if required.

10. ACCOUNTABILITY AND REPORTING

The Policies Committee will report to the CEO.

11. ASSOCIATED DOCUMENTS

- EMDRAA Code of Conduct
- EMDRAA The Safe and Respectful Associations Policy

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