

Thozhi Federation

Tamil Nadu



Policy Document on Forming Sub- Committees.

Thozhi Federation:

5/394, Kamarajar Nagar, Nallampalli post, Dharmapuri district,
Tamilnadu- 636807

Thozhi Federation – Tamil Nadu

Policy Document on Constitute Sub Committees

Thozhi Federation is an organization with collective of NGOs in the state of Tamilnadu working together towards strengthening of its member organizations and facilitate towards securing the rights of women worker in the un organized sector , worked for a decade and unionized in 11 districts of the state.

To strengthen the federation, the member organization needs to be strengthened by decentralizing power structure and adopting democratic process of functions. In this aspect, governance involves the development of policies and guidelines that provide a framework for the functioning of institutions. These policies cover various aspects such as curriculum design, evaluation criteria, faculty selection and development, and financial management etc.,

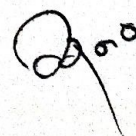
Respects to this, the policy for framing sub committees have dealt in this document towards strengthen the organization by achieving its goal.

In order to make federation members become part of the process and capitalize potentiality can be possible by decentralize the power structure of an organization. With this perspective the following committees shall be proposed to have as follows...

Sub-Committee:

1. Planning Committee
2. Governance Committee
3. Policy and Advocacy Committee
4. Resource Mobilization
5. Finance Committee
6. Common Minimum Program

In order to strengthen the committee become meaning full, federation drafted these guidelines to be followed.



Need for Sub Committees:

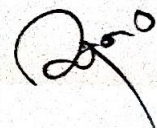
Subcommittees are required for several reasons, primarily to enhance the efficiency and effectiveness of Board/Management Committee. Here are some key reasons why subcommittees are essential:

1. **Specialization:** Subcommittees allow members to focus on specific areas or issues within the broader scope of the Board/Management Committee.. This specialization enables more in-depth analysis and expertise in particular subjects.
2. **Efficiency:** Smaller groups can work more quickly and efficiently than larger ones. Subcommittees can meet more frequently, discuss issues in detail, and make decisions faster, which helps streamline, the decision-making process.
3. **Thorough Review:** Subcommittees can thoroughly review and investigate particular topics, policies, or projects, ensuring that all aspects are considered before presenting findings or recommendations to the Board/Management Committee.
4. **Workload Distribution:** Subcommittees help distribute the workload among members, preventing any single person or group from being overwhelmed. This division of labor ensures that all necessary tasks are covered without overburdening individuals.
5. **Enhanced Participation:** Subcommittees provide opportunities for more members to take on leadership roles and contribute to the decision-making process. This involvement can increase engagement and motivation among members.
6. **Detailed Reporting:** Subcommittees can prepare detailed reports and recommendations for the Board/Management Committee, ensuring that all relevant information is considered. This thorough reporting aids in making informed decisions at the Board/Management Committee level.
7. **Flexibility:** Subcommittees can be formed and disbanded as needed, providing flexibility to address emerging issues or changing priorities without restructuring the entire Board/Management Committee.
8. **Focus on Strategic Goals:** Subcommittees can focus on specific strategic goals or initiatives, ensuring that these priorities receive the attention and resources they require. This focus helps the organization achieve its long-term objectives more effectively.

Size and composition of the Sub-committee:

The Sub Committees may have 5 to 7 Members. Usually the Chairperson of the subcommittee is the member or office bearer of the Board/Management Committee.

1. Chairperson (Office bearer or Member of Board/Management Committee, Person with expertise)



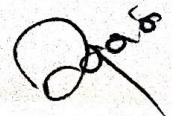
2. 4 to 6 Members.
3. Secretary (Either one of the members or a person from the secretariat team)

Composition

1. **Chairperson:**
 - Typically, an experienced member who can provide leadership and direction.
 - Often a member of the Board/Management committee with significant knowledge of the subject area.
2. **Subject Matter Experts (SMEs):**
 - Individuals with specific expertise related to the subcommittee's focus.
 - Can include internal members or external advisors.
3. **Members of the Board/Management Committee:**
 - Selected members from the main committee to ensure alignment and communication between the subcommittee and the Board/Management committee.
4. **Stakeholders:**
 - Representatives from various stakeholder groups relevant to the subcommittee's work.
 - Can include employees, community members, or industry partners.
5. **Support Staff:**
 - Administrative personnel to assist with scheduling, documentation, and coordination.
 - Ensures that the subcommittee functions smoothly.

Roles and Responsibilities

1. **Chairperson:**
 - **Leadership:** Provide overall direction and leadership to the subcommittee.
 - **Meeting Facilitation:** Organize and lead subcommittee meetings.
 - **Reporting:** Communicate the sub-committee's progress and recommendations to the Board/Management committee.
 - **Conflict Resolution:** Address and resolve any conflicts within the subcommittee.
2. **Subject Matter Experts:**
 - **Expertise Contribution:** Provide specialized knowledge and insights.
 - **Analysis and Evaluation:** Assist in analyzing data, evaluating options, and developing recommendations.
 - **Advisory Role:** Offer advice based on their expertise and experience.



3. Board/Management Committee Members:

- **Llaison Role:** Serve as a link between the subcommittee and the Board/Management committee.
- **Input and Feedback:** Provide input from the Board/Management committee and relay feedback to ensure alignment with broader goals.
- **Decision Support:** Help in decision-making processes based on their understanding of the Board/Management committee's objectives.

4. Stakeholders:

- **Representation:** Represent the interests and perspectives of their respective groups.
- **Engagement:** Participate actively in discussions and provide relevant insights.
- **Communication:** Ensure that stakeholder concerns and suggestions are considered.

5. Support Staff:

- **Administrative Support:** Assist with scheduling meetings, preparing agendas, and taking minutes.
- **Documentation:** Ensure proper documentation of meetings, decisions, and action items.
- **Coordination:** Coordinate logistics and communication among subcommittee members.

6. **Implementation support:** Sub -Committees can only recommend and Board/Management committee has to decide. Once the Board approves the recommendations of the subcommittee, some members of the sub-committee may also support the execution of the decisions of the Board.

General Responsibilities

- **Research and Analysis:** Conduct research and gather information relevant to the subcommittee's purpose.
- **Deliberation and Discussion:** Engage in discussions to explore different viewpoints and options.
- **Decision-Making:** Make informed decisions or recommendations based on thorough analysis and discussion.
- **Reporting:** Prepare reports or presentations summarizing findings, decisions, and recommendations for the main committee.
- **Follow-Up:** Ensure implementation of decisions or recommendations, and monitor progress as needed.

By carefully selecting members and clearly defining roles and responsibilities, a subcommittee can effectively achieve its objectives and contribute to the overall success of the organization or Board/Management committee.



Governance:

1. The sub-committee meetings shall be conducted once in three months
2. The meeting shall be convened by the Chairperson of the committee
3. The meeting process shall be minuted and circulated to the board members to get feedback or suggestions to be incorporated.
4. The report of the meeting to be put forth in board meeting for an approval.

Time line of Members:

1. The members of the committee shall be two years
2. If a member not participated continuously for 3 meetings will be removed from the committee with an approval of the committee.
3. If happened to bring changes an approval should be obtained from the forth coming board meeting.

Dissemination:

This policy document should be available at the office and any member can be going through the same. In fact, the document has to be shared with the members of the federation.

Review the Policy:

Periodical review of the document should be done at least once in a year, if need an amendment it can be proposed to the Board for approval on changes and get confirmation at the General Body.

This policy document for sub-committee has been approved by the board of the federation.

