

**HOMES FOR WELLS  
ALLOCATIONS SUB-COMMITTEE  
TERMS OF REFERENCE**

The Allocations Sub-Committee is a sub-committee of the Board.

**Membership**

The Sub-Committee shall consist of a Chair and up to four additional members of whom at least one will be co-opted with the remainder being Board members.

**Appointment of Sub-committee**

The Board shall at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the Sub-committee until the next following AGM.

**Chairing**

The Chair of the Allocations Sub-committee shall be appointed by the Board at their first meeting following the AGM in each year.

**Casual Vacancies**

The Board from among their members shall fill casual vacancies occurring in membership of the Sub-committee.

**Frequency of Meetings**

The Sub-Committee shall meet not less than 3 times in each year. A quorum at each meeting shall be 3 members.

**Record of Meetings**

The Sub-committee shall ensure that an agreed written record of each of their meetings is forwarded to the Board.

**Functions of the Sub-Committee**

To make recommendations to the Management Committee on all matters concerning the acceptance of applicants on to the list of prospective tenants and the allocation of specific properties to tenants. The Board is responsible for the final decision.