

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

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

**Membership**

The Housing Sub-Committee shall consist of a maximum of five members of the Board and two ex-officio members or such other members as the Board decide,

**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 Housing 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 maintenance and rental of Homes for Wells properties. The Board is responsible for the final decision.