

SIRAC SUB-COMMITTEE GUIDELINES



Purpose and membership must be endorsed by the S.I.R.A. Committee, being thereby covered by the Constitution and insurance policies.

SIRAC Sub-Committees should:

- organise their own regular meetings and Agendas
- apply SIRAC Meeting Procedures to their Meetings
- maintain WRITTEN records and reports, copies to be forwarded to SIRAC
- Reports to be included in SIRAC Agenda, together with any proposals or recommendations for action by the Team Leader or representative

Proposed actions of Sub-Committees must be endorsed by SIRAC. In this way, they can be co-ordinated and checked for consistency with other on-going and proposed activities and objectives of SIRA.

All correspondence OUT should go through the SIRA President. All copies of incoming correspondence should be forwarded to the President.

The suggested means for getting things done are:

- being consistent and persistent;
- forming relationships with outside decision makers;
- acting as a group rather than as single 'loose cannons';
- getting the support of the whole community.

It is recommended that Sub-Committees maintain a balance between “doers”, people with some relevant expertise and, at least, one good communicator and motivator to act as the main Facilitator for the group.