



PCA: Portarlington Identity Project Working Group

TERMS OF REFERENCE

1. ROLE AND PURPOSE

The role and purpose of the Working Group is to make recommendations to the PCA for ways to work with the Portarlington community to establish a clear agreed statement of identity. This will involve an extensive review of literature related to Portarlington to discover the way Portarlington and its community is described and understood, and the presentation of a series of working statements as a foundation for broader community consultation.

The intention is to arrive at a common agreed statement of Portarlington identity which can be used by the PCA to develop a strategic vision and plan for Portarlington's future structure and development.

Further, it is intended that this statement of identity can be used more broadly by other groups and bodies as a reference point for how Portarlington can be understood and described.

2. TERM

- The Working Group's term will commence forthwith and conclude at the final meeting of the executive that appointed it, but may be renewed at the discretion of the incoming executive.
- The PCA executive may terminate the sub-group when it has completed its work or at its discretion.
- The duration of the Working Group is 12 months, commencing 27 February 2024 and concluding 26 February 2025. There is an option for extension, which would be formalised by the PCA.

3. MEMBERSHIP

Make-up of the Working Group:

- People who are members of the PCA and approved for membership by the Chair and Secretary.
- A representative of the PCA Planning Committee

4. CREATION AND DISSOLUTION

- The Working Group is established by approval of these Terms of Reference by the Portarlington Community Association
- The Terms of Reference come into force immediately and remain in force until the PCA determines to change or revoke them.
- The Working Group must be dissolved by a resolution of the Portarlington Community Association

5. CHAIRPERSON and SECRETARY

- The Chairperson and Secretary will be appointed by the Working Group.
- If either the Chairperson or Secretary are absent from a meeting, then the members present shall elect a replacement of each for that meeting.

6. MEETINGS

- Meetings will be conducted in accordance with the meeting rules of the PCA or at the Working Group's discretion as exercised from time to time.
- Guests may be invited to attend group meetings as approved by the Chair and Secretary

Frequency of meetings

- Meetings will be held on a monthly basis as agreed by the Working Group

Minimum meeting attendees

- A quorum of the Working Group meeting for that meeting to proceed is at least one more than half of the appointed members.

Conflicts of interest

- If a member has a conflict of interest in relation to an agenda item this must be declared, and the member must refrain from participating in the decision-making process.

Voting

- Each member of the Working Group has and may exercise one equal vote on any question before the Working Group for determination.
- Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote if the votes are tied.

REPORTING

- The Secretary of this Working Group shall submit minutes of each meeting to the Planning Committee and the Secretary of the PCA.
- The Chairperson or Secretary shall advise the PCA Planning Committee and PCA Executive Committee where relevant.
- The Secretary or an agreed representative shall submit reports of the Working Group's actions to each PCA meeting.

SECRETARIAT

- The Secretary of the working group is responsible for convening meetings in consultation with the Chairperson and ensuring minutes of the previous meeting, agenda and any relevant documentation is provided to members before the meeting.
- The Secretary is responsible for maintaining a list of those present at the meeting, and apologies, recorded in the minutes.
- The Chairperson is responsible for ensuring a quorum of members is achieved.

REVIEW

- The Terms of Reference for this Committee will be reviewed every year as part of the report of its activities.