

Name		FORMATION COMMITTEE
Type	<ul style="list-style-type: none"> ▪ Standing ▪ Advisory (to the Association Council) 	
Membership	<ul style="list-style-type: none"> ▪ Members are appointed by Council normally for three-year terms which align to the tenure of each Council and which are renewable. ▪ The chair is nominated by the Council, and is to be a Councillor. ▪ There are normally between four and six other members with appropriate experience and expertise. ▪ Membership is to include the Association's Director of Mission and Life Formation Team. 	
Purpose and scope	<ul style="list-style-type: none"> ▪ The purpose of the Committee is to advise the Council on the spiritual formation of current Members and spiritual formation for those working in the ministries of the Association. ▪ The Council may direct particular tasks to the Committee from time to time. ▪ The Committee may appoint one or more ad hoc sub-committees or task-forces to address specific or short-term matters. 	
Deliverables	<ul style="list-style-type: none"> ▪ The Committee: <ul style="list-style-type: none"> - informs Council and the Director of Formation of new, creative, engaging and emerging approaches to formation consistent with the tradition of Marist spirituality. - provides guidance and advice in regard to emerging needs in spiritual formation to the Director of the Mission and Life Formation Team and to Council. - develops ideas for the ongoing support and nurturing of the faith life of the Members and those working in ministry individually and collectively. - maintains a focus on key documents from the Vatican and Australian Bishops on spiritual formation. 	
Meeting arrangements	<ul style="list-style-type: none"> ▪ Meetings are scheduled by the Chair at least three times per year. ▪ Meetings may be in person but preferably held via videoconference. ▪ The agenda is set by the Chair. The agenda and meeting papers are circulated to members at least two days before a meeting. ▪ A quorum is made up of half the members plus one. ▪ A declaration of interest is a standard item of business. ▪ The Committee operates within the same Code of Conduct as the Council. 	
Reporting	<ul style="list-style-type: none"> ▪ Meetings are minuted in a manner prescribed by the EO of the Council. A non-member secretary may be appointed to do this. ▪ Draft minutes are sent by the Chair to Committee Members and the EO of the Council within five working days of the meeting. ▪ Minutes of the most recent meeting are tabled by the EO at the following meeting of Council, and are presented by Chair of the Committee. 	