

COMMITTEE OF MANAGEMENT OFFICE BEARER POLICY AND POSITION DESCRIPTIONS

Purpose of Policy:

To ensure that members of the Committee of Management of the Maldon Neighbourhood Centre understand their roles and responsibilities.

Policy Statement:

A Committee of Management operates more effectively if the members and office-bearers of the Committee know their respective duties and obligations. To that end, this document should be read in conjunction with the Maldon Neighbourhood Centre Constitution (Model Rules for an Incorporated Organisation)

Policy

Members and Office-bearers of the Committee of Management of the Maldon Neighbourhood Centre shall have the duties and obligations set out in the applicable position descriptions following.

Responsibilities

The Coordinator of the Maldon Neighbourhood Centre shall be responsible for including this policy in the induction package provided to new Committee of Management members, including electronic access.

The Committee of Management Chair shall be responsible for making a ruling on any point in dispute in this policy.

POSITION DESCRIPTION

ORDINARY MEMBER

General

- On being elected to the Committee of Management, undertake induction and training procedures as provided by the Committee of Management

Governance

- Consider, debate, and vote on issues before the Committee of Management on the basis of the best interests of the organisation only
- Comply with the rules, policies and procedures of the organisation
- Contribute to, review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)

Meetings

- Attend all meetings or, if absolutely unavoidable, apologise in advance for absence
- Where Committee of Management papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

Administrative & Management

- The role of all Committee Members is purely in a governance capacity. Organisational matters should be managed by the Coordinator
- Approach employees of the organisation (paid or unpaid) only through the Coordinator
- Serve on Committee of Management sub-committees as required
- Review and approve the organisation's systems for financial control and risk management

Media

- Make comments to the media only as provided in the organisation's Media Policy

Fundraising

- Participate enthusiastically in any fundraising approved by the Committee of Management



Statutory Duties

- Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves or for any other person or to the detriment of the organisation
- Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves or for any other person or to the detriment of the organisation
- Inform the Committee of Management immediately of any direct or indirect material personal interest in any contract with the organisation
- Do not vote in the Committee of Management on any issue in which they have any direct or indirect material personal interest in any contract with the organisation



POSITION DESCRIPTION

CHAIRPERSON (ALSO KNOWN AS PRESIDENT)

In addition to the requirements of an ordinary committee member, the Chairperson will undertake the following activities.

Governance

- Provide leadership to the organisation
- Ensure, in partnership with the Committee of Management and Coordinator, that the organisation's objectives, goals and mission are being followed
- Ensure, in partnership with the Committee of Management and Coordinator, that the organisation develops in accordance with the approved Strategic Plan
- Ensure, in partnership with the Committee of Management and Coordinator, that the organisation operates in an ethically, environmentally and socially responsible fashion

Planning

- Ensure, in partnership with the Committee of Management and Coordinator, the regular review and development of the Strategic Plan

Meetings

- Ensure that appropriate standing orders are in place
- With the Secretary, prepare and distribute the agenda in advance of the meeting
- Rule on issues of meetings procedure not covered in the Standing Orders
- Report to the Annual General Meeting on the situation of the organisation

Statutory duties:

- Chair Committee meetings according to Standing Orders
- Chair General Meetings according to Standing Orders

Administrative & Management

- Assign, in partnership with the Committee of Management and Coordinator, administrative duties to Committee and sub-committee members
- Personally carry out administrative duties as assigned
- Ensure that appropriate recruitment policies and procedures are in place for the Coordinator and other staff
- Oversee the recruitment of the Coordinator
- Oversee the annual performance review of the Coordinator



- In consultation with the Coordinator, draw up Coordinator succession policy and oversee the succession of the Coordinator
- Manage the business of the Committee of Management
- Manage the recruitment, induction and training of Committee members in partnership with the Committee of Management
- Manage, in partnership with the Committee of Management, the assessment, review and renewal of the Committee of Management
- Manage the organisation's grievance procedures
- Ensure the harmony of Committee deliberations
- Manage, in partnership with the Committee of Management, the succession of the position of Chair
- Serve as liaison with the Coordinator and, through them, to the staff
- Serve as the first point of contact to enable reportable allegations that involve the Head of the Organisation (Coordinator) to be reported to the Commission for Children and Young People through the Reportable Conduct Scheme.

Media

- Under the organisation's Media Policy, serve as spokesperson for the Maldon Neighbourhood Centre as appropriate

Promotion

- Promote the Maldon Neighbourhood Centre in the community as opportunities arise

Negotiation

- Serve, as nominated by the Committee of Management, in negotiation with other organisations

Legal

- Ensure that all legal requirements are met
- Ensure that the modes of performance of all legal requirements are featured in the procedures manual
- Ensure that the performance of all legal requirements is reported to the Committee of Management
- Ensure that the performance of all legal requirements is fully documented

Financial

- With the Treasurer, ensure the organisation's financial control procedures are adequate and that risk management strategies are in place



POSITION DESCRIPTION

VICE-CHAIRPERSON (VICE-PRESIDENT)

In addition to the requirements of an ordinary committee member, the Vice-Chairperson will undertake the following activities.

Governance

- In the absence of the Chairperson, the Vice Chair is delegated to undertake the duties and responsibilities of the Chairperson
- Support the Chairperson to provide leadership to the organisation in all areas
- Support the Chairperson to ensure, in partnership with the Committee of Management and Coordinator, the organisation's objectives, goals and mission are being followed
- Support the Chairperson to ensure, in partnership with the Committee of Management and Coordinator, that the organisation develops in accordance with the approved Strategic Plan
- Support the Chairperson to ensure, in partnership with the Committee of Management and Coordinator, that the organisation operates in an ethically, environmentally and socially responsible fashion

Planning

- Support the Chairperson to ensure, in partnership with the Committee of Management and Coordinator, the regular review and development of the Strategic Plan

Meetings – in rotation - or in the Chairperson's absence:

- Ensure that appropriate standing orders are in place
- With the Secretary, prepare and distribute the agenda in advance of the meeting
- Rule on issues of meetings procedure not covered in the Standing Orders
- Report to the Annual General Meeting on the situation of the organisation

Statutory duties:

- Chair Committee meetings according to Standing Orders in Chairperson's absence
- Chair General Meetings according to Standing Orders

Administrative & Management

- Support the Chairperson, in partnership with the Committee of Management and Coordinator, to assign administrative duties to Committee and sub-committee members
- Personally carry out administrative duties as assigned
- Support the Chairperson to ensure that appropriate recruitment policies and procedures are in place for the Coordinator and other staff
- Support the business of the Committee of Management



- Support the recruitment, induction and training of Committee members in partnership with the Committee of Management
- Support, in partnership with the Committee of Management, the assessment, review and renewal of the Committee of Management
- Assist the Chairperson to manage the organisation's grievance procedures
- Support the Chairperson to ensure the harmony of Committee deliberations
- Assist, in partnership with the Committee of Management, the succession of the position of Chair
- Support the Chairperson to act as liaison with the Coordinator and, through them, to the staff
- Deputise for the President to serve as the first point of contact to enable reportable allegations that involve the Head of the Organisation (Coordinator) to be reported to the Commission for Children and Young People through the Reportable Conduct Scheme.

Media

- Under the organisation's Media Policy, and as delegated by the Chairperson, serve as spokesperson for the Maldon Neighbourhood Centre as appropriate

Promotion

- Promote the Maldon Neighbourhood Centre in the community as opportunities arise

Negotiation

- Serve, as nominated by the Chairperson and the Committee of Management, in negotiation with other organisations

Legal

- Support the Chairperson to ensure that the modes of performance of all legal requirements are featured in the procedures manual
- Support the Chairperson to ensure that the performance of all legal requirements is reported to the Committee of Management
- Support the Chairperson to ensure that the performance of all legal requirements is fully documented
- Support the Chairperson to ensure that all legal requirements are met

Financial

- Support the Chairperson and the Treasurer to ensure the organisation's financial control procedures are adequate and that risk management strategies are in place



POSITION DESCRIPTION

TREASURER

In addition to the requirements of an ordinary committee member, the Treasurer will undertake the following activities.

Governance

- Ensure that the Committee of Management attains and maintains the degree of financial literacy necessary to conduct the business of the organisation
- Advise the Committee of Management on matters of finance
- Advise the Committee of Management on fundraising
- Ensure that appropriate financial policies and procedures are in place and fully documented

Planning

- Ensure, in partnership with the Committee of Management and the Coordinator, the regular review and development of the Business Plan

Meetings

- Report to the Committee of Management at each meeting on the financial situation of the organisation
- Report to the Committee of Management at each meeting on variances from the approved budget
- With the Secretary, place any necessary financial items on the Committee of Management agenda in advance of the meeting
- Report to the Annual General Meeting on the financial situation of the organisation

Administrative & Management

- Personally carry out financial duties as assigned
- Oversee the organisation's bookkeeping
- Ensure the organisation's financial records are adequate, protected, backed up, and accessible
- Oversee the organisation's banking
- Oversee the maintenance of the organisation's asset register

Finance

- Review income and expenditure against the budget on a continuous basis
- Ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- Ensure that risk management strategies (including appropriate insurances) are in place



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Friendship & Learning

- Oversee the organisation's investment strategy and report to the Committee of Management
- Prepare the Budget for the coming year

Statutory Duties

- Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation

Legal

- Ensure the organisation's compliance with all applicable tax arrangements
- For each financial year, lodge the financial statements and accompanying reports, statements and fee, with the Registrar of Incorporated Organisations.



POSITION DESCRIPTION

SECRETARY

In addition to the requirements of an ordinary committee member, the Secretary will undertake the following activities.

Governance

- Ensure, in partnership with the Committee of Management the preparation and adoption of appropriate Committee of Management policies

Planning

- Produce, in partnership with the Committee of Management and Coordinator, a Marketing Plan for the organisation
- Ensure, in partnership with the Committee of Management and Coordinator, the regular review and development of the Marketing Plan
- Ensure that appropriate standing orders are in place

Meetings

- Organise the venue for Committee of Management meetings
- With the Chair, prepare the agenda in advance of each Committee of Management meeting
- Organise meeting papers for distribution before the meeting

Statutory Duties

- Take minutes at each Committee of Management meeting and circulate to Committee of Management members
- Take minutes at each General Meeting and circulate to members of the association

Administrative & Management

- Personally carry out administrative duties as assigned by the Chair

Statutory Duties

- Maintain a register of members
- Handle the procedures for the admission of new members
- Handle the procedures for the resignation of members
- Handle the procedures for the discipline, suspension and expulsion of members
- Organise General Meetings and notify members in accordance with the Rules of the Association
- Receive nominations for positions on the Committee of Management
- Keep under their control all books, documents and securities, and make them available to members as requested



Media

- Ensure, in partnership with the Committee of Management preparation and adoption of a Media policy

Promotion

- Promote the organisation in the community as opportunities arise

Negotiation

- Serve, as nominated by the Committee of Management, in negotiation with other organisations

Legal

Statutory Duties

- Keep the Common Seal of the organisation
- Lodge documents with the Registrar of Incorporated Organisations as required
- Notify the Registrar of their appointment to the position of Secretary within 14 days