

2.a	ROLES & RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE
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Applies to Committee members
Specific responsibility:

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ROLES AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

The Committee is legally responsible for the overall management of HECIS.

The individuals on a management committee have different positions, roles and responsibilities. These include:

- President/chairperson
- Vice president
- Secretary
- Treasurer
- Ordinary members

The Management Committee are responsible to client/families, staff, regulatory bodies and funding bodies with the purpose of compliance and ensuring the effective and efficient operation of the service. The HECIS Co-Ordinator and staff assist the management committee to undertake these duties as defined in the Delegation chart.

RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

- Ensure that HECIS operates efficiently and effectively.
- Be aware of and comply with the Constitution of the Association.
- Ensure all members perform their duties effectively and fulfil their roles as determined by the job descriptions.
- Ensure any sub-committee members perform their duties effectively and fulfil their roles as determined by the committee.
- Ensure that the Association maintains continuity by the hand over to new Committee Members of appropriate roles, responsibilities and practices relating to the smooth and efficient operation of the Committee.
- Ensure the Association maintains continuity by the hand over of written documentation and reports in incoming Committee members.
- Ensure excellent communications at all times within the Committee.
- Ensure excellent communications with staff and recognise the need for confidentiality with matters relating to them.
- Be aware of and ensure compliance with Policies and Procedures of the Association.
- To disclose any conflict of interest between their own affairs and the affairs of the Association.
- To not use their position or information gained as a Committee Member for a dishonest purpose.
- Be aware of and support the Australian Early Childhood Code of Ethics.
- Ensure that offices are provided with appropriate services and in accordance with Workplace Health and Safety regulations.
- Ensure that all matters discussed at Committee Meetings remain confidential.
- Appoint a Public Officer to carry out duties as detailed in the Constitution.
- Facilitate the annual audit process
- Be responsible for employment of staff.
- Be responsible for developing, implementing and actively supporting the H.E.C.I.S. WHS System at all times.

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Responsibilities: PRESIDENT

The President is the Committee member who assumes responsibility for the co-ordination of the Committee and subcommittees for planning in consultation with the Co-Coordinator of Service.

The President will:

- Act as the official representative of the Association.
- Act on behalf of the Management Committee.
- Make decisions on behalf of the Management Committee in an emergency.
- Chair meetings and voting procedures or appoint a convenor approved by the Committee
- Attend and maintain order at all Committee meetings.
- Liaise with staff.
- Present the Annual Report to the Annual General Meeting.
- Consult with the Co-Coordinator of Service regarding the agenda for Committee meetings.
- Monitor the financial situation with the Treasurer.
- Sign cheques on behalf of the Association.
- Liaise with the Co-Coordinator of Service with regard to maintenance and repairs.
- Sign minutes as proof of their confirmation.
- Ensure all funding requirements and acquittals are processed on time and signed off
- Ensure all insurances and W H & S requirements are up to date and implemented
- Sign official correspondence from the Association.
- Be the first point of contact with other organisations or individuals.
- Be the first point of contact for paid staff.
- Be aware of and comply with the Management Committee's role and responsibilities.
- Act in the best interest of the Association.
- To be aware of and actively support the H.E.C.I.S .WHS System at all times.

At meetings the President has the responsibility to ensure the following

- Open, manage and close the proceedings at meetings.
- Ensure there is a quorum.
- Welcome and introduce members and guests.
- Keep individuals and the meeting focussed on the topics being discussed.
- Stimulate discussion on agenda items and encourage participation from all Management Committee members.
- Keep track of the time or delegate someone else to do this.
- Summarise discussion and draw it to a close.
- Motivate the Committee to make decisions and take action.
- Ensure the Management Committee members are aware of the decision making process.
- Ensure the minute taker has recorded decisions of the meeting.
- Deal with emotions and conflict which may interfere with the smooth operation of the Committee meeting.
- Ensure the meeting is not dominated by one individual.
- Ensure that voting and motions being carried are in line with the Constitution of the Association.
- Summarise decisions of the Management Committee and ensure that Management Committee members are aware of decisions taken.

Responsibilities: VICE-PRESIDENT

The Vice-President assists the President and shares some of the tasks. When the President is absent the Vice-President acts as President and will chair Committee Meetings or appoint a Convenor approved by the Committee

The Vice-President will:

- Be familiar with the President's job description.
- Regularly liaise with the President and assist when necessary.
- Be aware of and comply with the Management Committee's role and responsibilities.
- Act in the best interest of the Association.
- Be aware of and actively support the H.E.C.I.S. WHS System at all times.

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Responsibilities: SECRETARY

- The secretary is responsible for keeping the legal records of the Association e.g. minutes and copies of correspondence. (NB. Traditionally the tasks of the Secretary are carried out by the Office Manager staff member at HECIS with the Secretary as supervisor of these tasks)

The Secretary will:

- Oversee the tabling of correspondence to and from the Association.
- Oversee the flow of information to and from the management committee.
- Ensure that official files and records are kept and maintained.
- Oversee the process of letters of appointment.
- Ensure the minutes are made available to all Association members.
- Ensure that the minute book is available to the auditor prior to the Annual General Meeting.
- Be aware of and comply with the Management Committee's role and Responsibilities.
- Act in the best interests of the Association.
- To be aware of and actively support the H.E.C.I.S .WHS System at all times.
- Maintain the "Disclosure of Conflicts of Interests Book"

For meetings, the Secretary will check with the Office Manager to ensure that:

- The venue for the meeting is prepared and ready for members
- The agenda and accompanying documents for Management Committee meetings and the Annual General Meeting are available and copies made for members e.g. agenda, background material and minutes.
- Accurate minutes are taken at all meetings.
- The meeting is productive and effective (in support of the President)

Responsibilities: TREASURER

The Treasurer is responsible for the financial management of the Association and its programs.

The Treasurer will:

- Oversee the position of Financial Officer (Office Manager)
- Ensure that all financial documentation is made available to the auditor prior to the Annual General Meeting.
- Ensure that budget figures are communicated at all Management Committee meetings.
- Liaise with the Co-Coordinator of Service and Office Manager with regards to funding.
- Liaise with the Co-Coordinator of Service and Office Manager with regards to annual budget formation.
- Ensure that up-to-date documentation of the Association's financial position at the Annual General Meeting is presented by the financial officer.
- Be available as a signatory for banking accounts.
- Ensure that the equipment register is maintained.
- Be aware of and comply with the Management Committee's role and responsibilities.
- Act in the best interest of the Association.
- Be aware of and actively support the H.E.C.I.S .WHS System at all times.

Responsibilities: ORDINARY MEMBERS

Ordinary members are responsible for management of the Association.

The ordinary members will:

- Attend meetings of the Management Committee, sub-committees and specific working groups.
- Read minutes, agendas and background papers for management committee meetings.

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- Perform particular tasks as required.
- Be aware of issues affecting the Association.
- Participate in the organisation's planning and evaluation processes.
- Discuss and evaluate issues and ideas.
- Support other management committee members.
- Keep members informed of action taken by the Management Committee.
- Involve others in the Association through general meetings.
- To be aware of and actively support the H.E.C.I.S. WHS System at all times.

DOCUMENTATION

Documents related to this policy	
Related policies	Incorporation Compliance Annual Report Management Committee Role and Responsibilities Duties of Management Committee members Management Committee Meetings Financial Management Annual Audit Monitoring Legal Compliance Representing the Organisation
Forms, record keeping or other organisational documents	Associations Incorporations Act 2009 Conflicts of Interest Disclosure Book

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	26.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	11.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021