

## HECIS: Management Committee Role and Responsibilities Policy

<b>2.1</b>	<b>MANAGEMENT COMMITTEE ROLE AND RESPONSIBILITIES</b>
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Applies to: Management Committee
Specific responsibility: Management Committee Members

Version: 1
Date approved: <b>5.8.14</b>
Next review date: <b>Aug 21</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Associations Incorporation Act 2009
Contractual obligations	

### POLICY STATEMENT

In accepting their positions, Management Committee members undertake to provide sound governance and effective leadership to the organisation by ensuring that the organisation has:

- Clear strategic directions and achievable plans in line with its purpose and values
- Adequate resources to carry out its work
- Competent personnel
- An effective policy framework to guide its work, implement its plans and meet its obligations
- Adequate internal controls to ensure sound financial management, risk management and legal compliance
- Adequate internal accountability mechanisms to ensure compliance with policies and procedures and to monitor organisational performance.

The Management Committee will be accountable to the membership ensuring that the organisation produces results, remains solvent, and complies with all its legal, financial, and ethical obligations.

The Management Committee will provide direction through policy and oversight for the senior staff who will implement the decisions of the Board.

### PROCEDURES

The Management Committee will take responsibility for:

- Ensuring the organisation complies with the objects, purposes and values of the organisation and with its constitution.
- Identifying the strategic priorities for the organisation and approving an organisational plan for the calendar year.
- Approving an annual budget, monitoring financial performance to ensure the solvency and financial health of the organisation .
- Identifying the roles and functions of any sub-committees, office bearers or other Management Committee members, the senior staff person, other staff and personnel.
- Recruiting, supervising and evaluating the performance of the senior staff person
- Ensuring delegations of authority are clearly defined and documented.

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- Approving, monitoring and reviewing a control framework of organisational policies and procedures, systems of financial control and reporting, compliance and incident reporting and performance reporting.
- Ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements.
- Ensuring the organisation meets all its contractual and statutory obligations
- Managing risk by assessing risks and over sighting a risk management plan or strategy
- Succession planning for the Management Committee and senior staff and determining remuneration for senior staff (where applicable)
- Reviewing and managing the Management Committee's own effectiveness in performing its role
- Identifying and managing conflicts that may arise within the organisation or between the organisation and other agencies
- Ensuring that organisation assesses its social, ethical and environmental impact.

Each Management Committee member upon appointment will:

- Sign the Code of Ethics and Conduct Agreement

### DOCUMENTATION

Documents related to this policy	
Related policies	Conflicts of Interest Policy Incorporation Compliance Requirements Policy Code of Ethics ad Conduct policy
Forms, record keeping or other organisational documents	Code of Ethics and Conduct Agreement

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

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	27.8.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

### INDEXING

Search topic/s:	
Function/s:	