

HECIS: Duties of Management Committee Members Policy

2.6	DUTIES OF MANAGEMENT COMMITTEE MEMBERS
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Applies to: Management Committee
Specific responsibility:

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Associations Incorporations Act 2009 Work Health & Safety Act 2011 Work Health & Safety Regulation 2012
Contractual obligations	

POLICY STATEMENT

The key responsibilities of the Management Committee are to set the direction for the organisation, to monitor its performance and to maintain control of the organisation, ensuring that it stays on track according to agreed priorities and planned activities.

Management Committee members are expected to demonstrate their commitment to the organization by attending all meetings.

Management Committee members may be requested to formally represent the organization in making statements to the media, sitting on external committees, participating in consultation processes or attending delegations to politicians or government officers.

The President/Chairperson, in consultation with the HECIS Co-ordinator may make statements to the media. All other representation of the organization by Management Committee members will be approved by the Management Committee or the HECIS Co-ordinator.

Office Bearers also have additional and specific roles:

Under our 'HECIS delegation schedule' some of these duties may be delegated to other Officer Bearers or the HECIS Co-ordinator or admin staff, however the responsibility to ensure compliance of these duties remains with the office bearer.

- **Chairperson/President:** The Chairperson or President has special responsibility for providing leadership. This leadership role includes ensuring that the Management Committee is focussed on the business of the organisation, that meetings are conducted properly and that an accurate record is kept of these meetings.
- **Treasurer:** The Treasurer has responsibility for the financial management of the organisation, and must make sure those payments due to, or by, the organisation, are paid, that the financial records are kept correctly, and that the organisation is working within an agreed financial plan.
- As a Management Committee however, the group as a whole must share responsibility and decision-making and it will therefore be an important part of the Treasurer's role to ensure that other Management Committee members understand the information that is being presented and the implications of this information.

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- **Secretary:** The Secretary has particular responsibility for ensuring that the business of board or committee meetings is documented, including decisions that are taken, and ensuring that the meeting papers are circulated in advance of meetings. They may also take the minutes in the meeting, but this can also be done by someone else and checked by the Secretary.

Note: In Associations, the Secretary also has the responsibility for ensuring that the records of the organisation – such as the register of memberships - are kept secure and up to date, and that incorporation requirements are attended to - these usually include submitting an annual return as well as notifying any changes in the membership of the management committee, the membership of the organisation or constitution, to the appropriate regulatory authority.

DUTIES

General members of the Management Committee:

- Attend meetings as required. If a Committee member fails to attend (3) consecutive meetings without notice given to the Committee, their membership of the Committee will lapse
- Actively participate and contribute constructively to the productivity and outcomes of meetings.
- Declare any personal interest that might conflict with the interests of the organisation or your duty as a Management Committee member.
- Act in accordance with the Code of Conduct/Code of Ethics.
- Keep informed about the organisation's business.
- Act as a spokesperson for the organisation when requested by the Management Committee/HECIS Co-ordinator.
- Be a member of and/or chair of sub-committees/working groups as required.
- Sign letters or documents on behalf of the Association as required.
- Exercise delegation of authority and expenditure as determined by the Management Committee.

With other members of the Management Committee:

- Provide a clear and viable direction for the organisation, agree on priorities and oversee the development of an organisational plan.
- Oversee the development of an annual budget.
- Ensure the solvency and financial viability of the organisation.
- Establish clear expectations for the performance of all Management committee members, staff and volunteers.
- Make informed decisions on key issues.
- Establish accountability and reporting processes for Management Committee members and staff.
- Ensure that appropriate systems are in place for recruitment and the performance appraisal and management of staff.
- Monitor the implementation of plans, budgets, policies and decisions and be able to recognise and take action when these are not implemented in an agreed way.
- Ensure sound risk management is in place by establishing and monitoring a risk management plan, including appropriate insurance cover.
- Ensure compliance by the organisation with legislation, contracts and any other legal obligations.
- Ensure compliance with Work Health & Safety Act 2011 and other relevant WHS legislation.

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- Ensure the organisation meets the requirements specified in its Constitution and The Associations Incorporations Act 2009. Ensure that the policies and procedures as set down in the HECIS Policies and Procedures Manual are followed.
- Oversee the signing of contracts.
- Monitor the performance of the Management Committee.
- Monitor the performance of the organisation and take action to ensure the organisation performs to its capacity and meets its contractual obligations.
- Ensure that the Management Committee is sustainable over time and that succession is well planned.
- Address any conflicts of interest within the Management Committee and across the organisation.
- Ensure that membership and community support are maintained.

Chairperson/President

Under our 'HECIS delegation schedule' some of these duties may be delegated to other Officer Bearers or the HECIS Co-ordinator or admin staff, however the responsibility to ensure compliance of these duties remains with the Chairperson/President.

- Provide strategic leadership and vision to the Management Committee.
- Monitor the performance of Management Committee members in meeting their roles and responsibilities.
- Ensure regular meetings of the Management Committee are held.
- Encourage all Management Committee members to attend meetings and monitor attendance with the assistance of the Secretary.
- Draw up an agenda for the meetings with the assistance of the Secretary and the staff of the organisation.
- Prioritise agenda items and if necessary set time limits on discussion of agenda items.
- Monitor and ensure that the Management Committee gets through Management Committee business in a timely manner.
- Lead the meeting through the agenda, keeping discussion relevant and decision making clear and encouraging broad participation.
- Sign the minutes after they have been confirmed as an accurate record of the previous meeting.
- Ensure meetings are run in accordance with the Constitution and relevant governance policies and procedures of the organisation.
- Act as a spokesperson for the organisation.
- Act as the Management Committee contact person for the HECIS Co-ordinator.
- Stay in touch with day-to-day operations in the organisation.
- Exercise delegation of authority and expenditure as determined by the Management Committee
- Ensure the Management Committee understands its financial obligations.

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Treasurer

Under our 'HECIS delegation schedule' some of these duties may be delegated to the HECIS Co-ordinator or admin staff, however the responsibility to ensure compliance of these duties remains with the Treasurer.

- Ensure the organisation complies with tax regulations, such as GST, payroll tax and fringe benefits tax.
- Oversee the development and implementation of financial management policies and procedures.
- Ensure the organisation has appropriate procedures to protect against fraud and theft. Review all internal processes and reporting methods relating to financial management at least annually.
- Ensure financial record keeping meets Australian Accounting Standards and provides financial reports that will inform Management decisions.
- Oversee the development of an annual budget.
- Provide regular financial reports on year to date expenditure against the budget including analysis comparing actual financial performance against predicted financial performance.
- Ensure that Management Committee members understand the financial reports.
- Manage investments and monitor fund balances, main sources of income, main areas of expenditure, amounts owed.
- Ensure funds are available to cover cash flow.
- Ensure the financial requirements of funding bodies and other contractual obligations are met.
- Oversee the preparation and lodgment of returns with authorities such as the NSW Office of Fair Trading, Australian Securities and Investments Commission, and the Australian Tax Office (ATO).
- Ensure an audit of the books is prepared each year and that the accounts of the Association, showing the financial position at the end of the preceding financial year, is submitted to members at the Annual General Meeting. Identify and bring to the attention of the Committee any areas of financial risk to the centre.

Secretary

Under our 'HECIS delegation schedule' some of these duties may be delegated to other Officer Bearers or the HECIS Co-ordinator or admin staff, however the responsibility to ensure compliance of these duties remains with the Secretary.

- Ensure accurate minutes of all meetings are taken and that these are properly filed.
- Compile a correspondence list including letters received and sent, and bring to the attention of the meeting any correspondence that requires immediate attention.
- Ensure that correspondence is properly filed and up-to-date and is available for any member to examine.
- Ensure that copies of the minutes and any relevant agenda papers are distributed to Management Committee members before the next meeting with adequate time for minutes and papers to be read by Management Committee members.
- Keep a Register of members and Management Committee members.
- Maintain the Management Committee orientation kit and provide a copy to all new Management Committee on appointment to the Management Committee.
- Ensure the policies and procedures dealing with the business of the Management Committee are kept up-to-date and adhered to by Management Committee members.
- Exercise delegation of authority and expenditure as determined by the Management Committee.

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DOCUMENTATION

Documents related to this policy	
Related policies	Delegations of authority
Forms, record keeping or other organisational documents	HECIS Delegation schedule WHS Manual

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	28.7.16	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

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