

Management Committee

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Document Information and Revision History

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Revision History

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Role of the Management Committee

Policy

The role of the Burnett Respite Service Inc (Carinbundi) Management Committee is to manage the organisation in line with the approved budget and in accordance with the organisation's stated objectives, policies and procedures.

The Management Committee should make sure at all times that it is fulfilling its roles and responsibilities.

Aims:

This policy aims to ensure that all members of the Management Committee, members of the Association and all persons accessing services clearly understand the roles and responsibilities of Committee Members. This policy also aims to clearly articulate the expectations in regard to the behaviour of Members.

Responsibilities:

Legal Responsibilities

The Committee is required to ensure that:

1. The organisation operates in line with the;
 - Constitution
 - Associations' Incorporation Act
 - Funding Agreements.
2. Relevant industrial awards and agreements are adhered to;
3. The service has adequate insurance cover; and
4. The service operates within relevant Federal, State and Local Government legislation and regulations.

Policy and Planning

The Committee is required to ensure that:

1. The organisation has clear goals;
2. Plans are developed and evaluated on an annual basis;
3. High-quality, effective services are delivered to clients; and
4. This Policies and Procedures Manual is kept up-to-date and put into practice.

Financial

The Committee is required to ensure that:

1. The service has an approved budget for the year, and that expenditure is within the budget;
2. The service has sufficient income to meet the budgetary requirements;
3. The conditions of any and all Funding Agreements are followed; and
4. Funds are properly accounted for and that an audit is completed each financial year.

Staff

The Committee is required to:

1. Ensure the recruitment of the best possible staff; and
2. Provide the Service Manager with support, direction and supervision.

Other Committee Responsibilities

The Committee should:

1. Make sure that Burnett Respite Service Inc. has a strong membership, community support and is a strong and viable organisation; and
2. Represent the organisation in a positive and professional manner.

Delegation

The Management Committee may delegate a number of management tasks/roles to the Service Manager.

These delegations should be noted in the minutes maintained by the Secretary and reviewed from time to time.



Orientation for New Committee Members

An orientation kit for Committee members will be maintained by the Secretary, with assistance from the Service Manager and be given to all new members.

The **Committee Orientation Kit** may include copies of:

1. The constitution;
2. Committee roles and responsibilities;
3. Budget;
4. Information about funding sources;
5. Organisation chart;
6. Staff position descriptions;
7. Purpose, philosophy and objectives;
8. The annual agency plan;
9. Information about management meetings.

Code of Behaviour for Management Committee Members

Management Committees operate most effectively when everyone is aware of the expectations asked of them. To clarify expectations, the following code of behaviour for Management Committee members has been developed.

Responsibilities:

Committee members are required to:

1. Abide by the philosophy of Burnett Respite Service Incorporated;
2. Observe all the rules of Burnett Respite Service Incorporated including those specified in the constitution, the Associations Incorporation Act 1987 and any others set by the Management Committee or the membership of Burnett Respite Service Inc;
3. Follow any policies set down in the Burnett Respite Service Incorporated Policies and Procedures Manual;
4. Attend Committee meetings whenever possible, and if unable to attend, to send apologies;
5. Not act on Burnett Respite Service Incorporated matters without the consent of the full Committee, including not interfering in the day-to-day operations of Burnett Respite Service Incorporated;
6. Adhere to all the accounting procedures of Burnett Respite Service Incorporated;
7. Represent Burnett Respite Service Incorporated in a positive way;
8. Not discuss confidential issues with people outside of Burnett Respite Service Inc. or with staff or members of Burnett Respite Service Inc. without the consent of the Committee;
9. Follow any grievance procedures set down by the Management Committee to try to resolve any conflicts with staff or members of Burnett Respite Service Incorporated; and
10. Not abuse, physically or verbally, staff or members of Burnett Respite Service Inc.

The Roles of Management Committee Members

Roles have been developed for each Management Committee position, specifying their combined and individual responsibilities

The Roles of Management members should be reviewed annually by the Management Committee prior to the Annual General Meeting.

Roles of Management are included over.

**Burnett Respite Service Inc
ROLES OF MANAGEMENT**

for President

The president of the Association is required to carry out the duties listed below:

The president accepts responsibility with other members of the Management Committee for:

- meeting the requirements specified in the constitution and the Associations Incorporation Act 1987;
- managing any services provided, including the management of staff;
- meeting any requirements of funding agreements;
- making sure that membership and community support of Burnett Respite Service Incorporated are maintained;
- making sure that the policies and procedures as set down in the Burnett Respite Service Incorporated Policy and Procedures Manuals are followed.

Additionally, the President should:

- make sure regular Management Committee meetings are held;
- encourage other Management Committee members to attend meetings;
- draw up an agenda for the meetings with the assistance of the Secretary and/or the Service Manager of the service;
- prioritise agenda items and if necessary set time limits;
- 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;
- make sure meetings are run in accordance with the Constitution;
- act as a spokesperson for the service;
- stay in touch with day-to-day happenings in the service through the Service Manager.

Attendance at Meetings

The President should attend all scheduled and extraordinary Management Committee meetings.

If unable to attend a meeting the President should give the maximum notice possible.

Burnett Respite Service Inc
ROLES OF MANAGEMENT
for Treasurer

The Treasurer is required to ensure the following duties listed below are carried out:

The Treasurer accepts responsibility with other members of the Management Committee for:

- meeting the requirements specified in the constitution and the Associations Incorporation Act 1987;
- managing any services provided, including the management of staff;
- meeting any requirements of funding agreements;
- making sure that membership and community support of Burnett Respite Service Incorporated are maintained;
- making sure that the policies and procedures as set down in the Burnett Respite Service Incorporated Policy and Procedures Manuals are followed.

Additionally, the Treasurer agrees to:

- make sure proper books of account are properly maintained and kept safe;
- make sure monthly and quarterly financial reports are produced and present these at monthly Management Committee meetings;
- make sure the financial requirements of funding bodies are met;
- make sure Management Committee members understand the financial reports;
- make sure 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;
- make sure funds are not being mismanaged.

Attendance at Meetings

The Treasurer is required to attend all scheduled and extraordinary Management Committee meetings.

If unable to attend a meeting the Treasurer should give the maximum notice possible.

Burnett Respite Service Inc

ROLES OF MANAGEMENT

for Secretary

The Secretary is required to ensure the following duties listed below are carried out:

The Secretary accepts responsibility with other members of the Management Committee for:

- meeting the requirements specified in the constitution and the Associations Incorporation Act 1987;
- managing any services provided, including the management of staff;
- meeting any requirements of funding agreements;
- making sure that membership and community support of Burnett Respite Service Incorporated are maintained;
- making sure that the policies and procedures as set down in the Burnett Respite Service Incorporated Policy and Procedures Manuals are followed.

Additionally, the Secretary is required to ensure that:

- accurate minutes of all meetings and make sure these are properly filed;
- a correspondence list including letters received and sent, and bring to the attention of the meeting any correspondence that requires immediate attention;
- correspondence is properly filed and up-to-date and is available for any member to examine;
- copies of the minutes are distributed to Committee members before the next meeting;
- a Register of members and Management Committee Members is maintained.
- a Management Committee orientation kit is maintained and provide a copy to all new Committee members on appointment;
- Policy and Procedures Manuals are kept up-to-date and followed.

Attendance at Meetings

The Secretary is required to attend all scheduled and extraordinary Management Committee meetings.

If unable to attend a meeting the Secretary should give the maximum notice possible.

Burnett Respite Services Inc

ROLES OF MANAGEMENT

for Management Committee Members

All members of the Management Committee agree to carry out the duties listed below:

All members of the Management Committee are responsible for:

- meeting the requirements specified in the constitution and the Associations Incorporation Act 1987;
- managing any services provided, including the management of staff;
- meeting any requirements of funding agreements;
- making sure that membership and community support of Burnett Respite Service Incorporated are maintained;
- making sure that the policies and procedures as set down in the Burnett Respite Service Incorporated Policy and Procedures Manual are followed.

Additionally, individual members of the Committee are required to:

- assist the President, Secretary or Treasurer in undertaking their duties;
- act as a spokesperson when requested by the Committee;
- manage and support staff when requested by the Committee;
- be a member of and/or chair sub-committees/task groups as required;
- sign letters or documents on behalf of the Association as required;
- do any other tasks which may arise.

Attendance at Meetings

I agree to attend all scheduled and extraordinary Management Committee meetings.

If I am unable to attend a meeting I agree to give the maximum notice possible.

Management Committee Meetings

Time

Management Committee meetings are held monthly at a time set down by the Management from time to time.

Attendance

All Committee members and the Service Manager when invited, should attend committee meetings. Guests may be invited to attend meetings (through the Secretary) for a specific purpose.

Agenda

Meetings will be conducted in accordance with the Constitution. The agenda for the meetings will be:

1. Open meeting.
2. Apologies.
3. Review of agenda.
4. Acceptance of minutes from previous meeting.
5. Business arising from previous minutes.
6. Correspondence.
7. Reports
 - Treasurer's report
 - Sub Committee reports.
 - Service Manager's Report
8. General business.
9. Close of meeting

Quorum

The quorum for Management Committee meetings is a simple majority of Management Committee members, one of whom should be the President, Secretary or the Treasurer.

Role of the Service Manager at Management Committee Meetings

The Service Manager attends Committee meetings to provide advice and information to the Committee to assist it in its deliberations, and will provide a report on the operations of the service including outcomes achieved, future plans and any issues, which need to be considered or addressed by the Committee.

Service Manager's Report

The Service Manager should prepare a monthly report to the Management Committee, which may include the following information:

- Staffing information
 - any changes to staff / volunteers
 - staff training requirements
 - any disputes, grievances.
- Major Activities in the Last Month (including Outcomes Achieved)
- Issues for Consideration by Management Committee
 - present any issues which have arisen during the month including problems, new ideas and suggestions.

In addition, the Service Manager will ensure that:

- a Monthly Financial Report is prepared for the Treasurer to present to the Management Committee, and
- the minutes and financial report is sent to all members the week prior to any meeting.

Minutes

Minutes of any meetings must be recorded

Whoever is taking the minutes should be sure to record information for each action/decision when appropriate and must ensure that whenever action is agreed to by the Committee a person and time to complete is identified.

A copy of the minutes must be filed in the Minutes File.

The Secretary is responsible for ensuring that procedures for minutes are followed.