

<b>SUBJECT:</b>	<b>Board and Governance</b>
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<b>Portfolio Area:</b>	Board & Governance	<b>Document Ref:</b>	PS Gov01
<b>Applicable From:</b>	November 2020	<b>Version No.:</b>	01

**REVISION SCHEDULE:**

EFFECTIVE DATE:	ALTERATION(S):	AUTHORISED:	
DATE:		Signed/Title	Date:
03/10/2017	Document reviewed prior to impending audit	Board	
11/11/2020	Updated due to impending QA Audit	Board	

**1. SCOPE:**

The purpose of this Policy Statement and related Operating Procedures relates to the role and function of the individual members of the Board of Management (the Board) and the Board as a whole in achieving its objectives and responsibilities under law.

The Board comprises individual members elected in line with Constitution and any regulatory or legislative requirement. Office Bearers, elected from within the Board, may hold additional responsibilities as defined in this Policy Statement and any consequential Operating Procedures.

**2. POLICY STATEMENT:**

The Board will achieve best practice in meeting its responsibilities to the business and affairs of the Community Centre (the Centre) as required in its Constitution and in compliance with the regulatory bodies.

It will at all times encourage development and maintenance of a culture that delivers community development, embraces contemporary best practice in leadership, governance and corporate management. To achieve this, the Board will ensure a positive, productive working relationship between itself, and the staff is developed and maintained. The Board will provide support and guidance to ensure optimal organisational structure is maintained, adequate resources are allocated, and effective management is applied so that the highest possible level of service and client outcomes are achieved.



### **3. OBJECTIVES:**

The objectives of this Policy Statement and associated procedures are to ensure that:

- The Board effectively governs the organisation
- The Board effectively represents the interests of the community
- Composition of the Board reflects the skills, knowledge and experience necessary to effectively guide the Centers' strategic direction and performance
- Appropriate strategic direction is established and achieved
- Compliance with all legislative and regulatory obligations is met
- Highest standards of financial and ethical behaviours is achieved.

### **4. GUIDING PRINCIPLES:**

The development of Operating Procedures under this Policy Statement is based on the following guiding principles:

- The Board maintains an outward vision, concentrating on providing strategic leadership and future focus
- Risks to the organisation are appropriately identified and managed
- The organisation's reputation is respected and protected
- Board Member roles and responsibilities are clear
- The roles of Chairperson, Treasurer and Secretary are clearly defined in the Board of Management Orientation Manual
- Diversity of opinions and views is encouraged
- Decisions are those made by the collective Board
- The Community Development Officer (CDO) is encouraged to use reasonable interpretation of the Board's Strategic Direction and delegations to establish all operating policies, make operating decisions and take actions to achieve organizational objectives
- The Community Development Officer (CDO) is encouraged to maintain open communication with Board Members and utilise expert skills, knowledge and experience of individual Board members where appropriate
- Delegations of authority are clearly defined
- Expectations of Board Member contribution and behaviours are clearly defined and managed
- Members are informed of major developments affecting the organisation's activities and state of affairs.

**5. RESPONSIBILITIES:**

All members of the Board share the following governance responsibilities:

- Developing and approving the vision, mission and values of the Centre
- Developing and approving a sound framework of organisational policies and procedures
- Developing and approving strategic and business plans
- Developing and approving a risk management plan and ensuring it is implemented
- Developing and approving the budget
- Ensuring financial management
- Ensuring legal requirements are met
- Ensuring quality of services
- Ensuring there are adequate funds and resources for the organisation
- Ensuring the Board is functioning well, reviewing the work of the Board and planning for the succession and orientation of Board members
- Maintaining quality management certification.

**6. CONSEQUENTIAL DOCUMENTS:**

As a consequence of this policy statement and to guide its implementation consequential documents i.e. Operating Procedures, Forms and Work Instructions will be developed and should be read in conjunction with this document.

<b>APPROVED BY THE BOARD</b>			
This Policy Statement supersedes all other Policy Statements in relation to Board and Governance and is applicable from the authorising date below.			
Authorising Officer	Position	Date	Signature
Heather Anderson	Chairperson	1-12-20	



