

Woodcroft Morphett Vale Neighbourhood Centre

POLICY STATEMENT



SUBJECT: Management Committee and Governance

Portfolio Area:	Governance	Document Ref:	PS Gov01(2018)
Applicable From:	19 Feb 2018	Version No.:	01

REVISION SCHEDULE:

Scheduled review date: February 2021

EFFECTIVE	ALTERATION(S):	AUTHORISED:	
DATE:		Signed/Title	Date:

1. SCOPE:

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

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

2. POLICY STATEMENT:

The Management Committee will achieve best practice in meeting its responsibilities to the business and affairs of 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 Committee will ensure a positive, productive working relationship between itself and the staff and volunteers is developed and maintained. The Committee 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.

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3. OBJECTIVES:

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

- the Committee effectively governs the organisation,
- the Committee effectively represents the interests of the community,
- the composition of the Committee reflects the skills, knowledge and experience necessary to effectively guide the centre's strategic direction and performance,
- appropriate strategic direction is established and achieved,
- compliance with all legislative and regulatory obligations is met, and
- the 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 Management Committee 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.
- Management Committee Member roles and responsibilities are clear.
- The role of the Chairperson is clearly defined.
- Diversity of opinions and views is encouraged.
- Decisions are those made by the collective Management Committee.
- The Community Development Officer (CDO) is encouraged to use reasonable interpretation of the Management Committee's Strategic Direction and delegations to establish all operating policies, make operating decisions and take actions to achieve organisational objectives.
- The Community Development Officer (CDO) is encouraged to maintain open communication with Management Committee Members and utilise expert skills, knowledge and experience of individual Committee members where appropriate.
- Delegations of authority are clearly defined.
- Expectations of Management Committee Member contribution and behaviour is clearly defined and managed.
- Committee Members are informed of major developments affecting the organisation's activities and state of affairs.

5. RESPONSIBILITIES:

All members of the Management Committee share the following governance responsibilities with fellow Committee members:

- Developing/approving the vision, mission and values of the Centre.
- Developing/approving a sound framework of organisational policies and procedures.

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- Approving/developing strategic and business plans.
- Developing a risk management plan and ensuring it is implemented.
- Financial management including developing/approving the budget.
- Ensuring legal requirements are met.
- Ensuring quality of services.
- Ensuring there are adequate funds and resources for the organisation.
- Ensuring the Management Committee is functioning well, reviewing the work and planning for the succession and orientation of Management Committee members.

6. CONSEQUENTIAL DOCUMENTS:

The following documents have been developed as a consequence of this Policy Statement and to guide its implementation and should be read in conjunction with the following controlled documents:

- OP GOV.01(2018) Delegated Authority
- OP GOV.02(2018) Sub Committees and their Terms of Reference
- OP GOV.03(2018) Conflict of Interest
- OP GOV.04(2018) Management Committee Performance
- OP GOV.05(2018) Annual Reporting
- OP GOV.06(2018) Management Committee Grievance
- OP GOV.07(2018) Management Committee Meeting & Minutes
- OP GOV.08(2018) Partnerships
- OP GOV.09(2018) Auspicing

APPROVED BY THE MANAGEMENT COMMITTEE

This Policy Statement supersedes all other Policy Statements in relation to Management Committee and Governance and is applicable from the authorising date below.

Authorising Officer	Position	Date	Signature
Irene Woodcock	Chairperson	19 February 2018	

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