

 <p>Wingate Avenue Community Centre</p>	Title: COMMITTEE OFFICE BEARER POLICY	
	Version 1.1	Approved: Committee of Management May 2018
	Administered: Manager	Next Review: May 2020

BACKGROUND/PURPOSE

Wingate Avenue Community Centre (WACC) is committed to attracting and recruiting the best possible candidates for available positions on the Committee of Management (the Committee).

The Committee aims to be representative of the local community, and to be composed of members who have a demonstrated ability to contribute positively to the operations of the organisation.

The Committee aims to maintain a membership with a balance of expertise in all areas of operation of the organisation, together with a commitment to the philosophy and code of ethics of the organisation. Wingate is further committed to providing a diverse range of people with community representation.

RESPONSIBILITIES

The Chair of the Committee shall be responsible for including this policy in the induction package provided to new Committee members.

The Secretary of the Committee shall be responsible for ensuring that a copy of this policy is available for reference in Committee meetings.

The Chairperson shall be responsible for making a ruling on any point in dispute in this policy.

PROCEDURES

This policy shall be included in the induction package provided to new Committee members.

A copy of this policy shall be available for reference in Committee meetings.

Any point in dispute in this policy shall be resolved by the Chairperson.

The duties and obligations set out in this policy are in addition to any duties or obligations Committee members have under:

- the *Associations Incorporation Reform Act 2012 (Vic)* (the Act) or its equivalent;
- under common law; or
- the Constitution of the organisation and where there are inconsistencies between this policy and the Constitution, the terms of the Constitution shall prevail to the extent of the inconsistency.

DEFINITIONS

POSITION STATEMENT: CHAIRPERSON

Governance

- Provide leadership to the organisation
- Ensure, in partnership with the Committee, that the organisation's objectives, goals and mission are being followed

- Ensure, in partnership with the Committee, that the organisation operates in an ethically, environmentally, and socially responsible fashion

Planning

- Ensure, in partnership with the Committee, that a 3-year Strategic Plan for the organisation is prepared
- Ensure, in partnership with the Committee, the implementation and regular review of the Strategic Plan

Meetings

- Ensure that appropriate standing orders are in place
- With the Secretary, prepare the agenda in advance of the meeting
- Chair Committee meetings according to Agenda items
- Rule on issues of meetings procedure
- Prepare a Chairperson's Report for the Annual General Meeting on the performance of the organisation
- Chair General Meetings according to Agenda and encourage participation and open discussion by all Committee members

Administrative & Management

- Chair will communicate with Committee members between Committee meetings on matters of importance or urgency, as necessary
- Manage the business of the Committee
- Oversee the recruitment, induction, and training of Committee members in partnership with the Committee
- Oversee in partnership with the Committee the assessment, review and renewal of the Committee
- Support in partnership with the Committee the succession of the position of Chair

Media

Under the organisation's Media Policy, serve as spokesperson for the organisation as appropriate

General Manager Support

Provide support to the General Manager as necessary, including when liaising with other organisations or stakeholders, or when managing critical or sensitive issues.

Finance

With the Treasurer, ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place

The Chairperson shall also comply with the obligations set out in this policy for an "Ordinary Committee Member".

POSITION STATEMENT: VICE CHAIRPERSON

The Vice Chairperson is expected to play a major role in committee leadership.

In the absence of the Chairperson, the Vice Chairperson will take up the role and responsibilities of the Chairperson (as listed above).

The Vice Chairperson shall also comply with the obligations set out in this policy for an "Ordinary Committee Member".

POSITION STATEMENT: TREASURER

Governance

- Ensure that the Committee understands the financial operations of the organisation and has an adequate level of financial literacy to review and assess its financial performance
- Advise the Committee on matters of finance
- Advise the Committee on fundraising
- Ensure that appropriate financial policies and procedures are in place and fully documented

Annual Budget

- Prepare, in partnership with the General Manager, an annual Budget for the organisation
- Present the budget to the Committee for approval

Meetings

- Report to the Committee at each monthly meeting on the financial position of the organisation
- Report to the Committee at each monthly meeting on variances from the budget
- With the Secretary, place any necessary financial items on the Committee Agenda in advance of the meeting
- Report to the Annual General Meeting on the financial situation of the organisation

Administrative & Management

- Assist the General Manager as requested
- Ensure the organisation's financial records are complete and accurate

Finance

- Act as a cheque signatory to the organisation's bank accounts
- Ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- Regularly discuss the financial control procedures with the General Manager
- Oversee the organisation's investment strategy

Legal

- Ensure an Annual Independent Audit is completed and review the results of the Audit with the Auditor
- Ensure the organisation's compliance with all applicable taxation arrangements
- Ensure adequate insurance arrangements are in place
- With the other Committee members ensure the organisation complies with all relevant legislative requirements

The Treasurer shall also comply with the obligations set out in this policy for an “Ordinary Committee Member”.

POSITION STATEMENT: COMMITTEE SECRETARY

Governance

- Ensure the preparation and adoption of appropriate Committee policies

Planning

- Ensure that an appropriate Committee Agenda is in place

Meetings

- Organise the venue for Committee meetings
- With the Chair, prepare the agenda in advance of each Committee meeting
- Organise meeting papers for distribution before the meeting
- Take minutes at each Committee meeting and circulate to Committee members
- Take minutes at each General Meeting and circulate to members of the organisation

Administrative & Management

- Maintain a register of members
- Handle the procedures for the admission of new members
- Handle the procedures for the resignation of members
- Handle the procedures for the discipline, suspension and expulsion of members
- Receive nominations for positions on the Committee
- Keep in their custody all books, documents and securities, and make them available to members as requested
- Perform any duties required of the secretary under the Act
- Personally carry out administrative duties as assigned by the Chair
- Ensure each new committee member satisfies the VRQA ‘fit and proper’ person requirements.

The Committee Secretary shall also comply with the obligations set out in this policy for an “Ordinary Committee Member”.

POSITION STATEMENT: ORDINARY COMMITTEE MEMBER

General

- On being elected to the Committee, undertake induction and training procedures as provided by the Manager and read the information provided in the induction pack.

Governance

- Consider, debate, and vote on issues before the Committee on the basis of the best interests of the organisation
- Comply with the rules and policies of the organisation

Planning

- Develop, review and approve the organisation’s Strategic Plan and other related documentation

- Review the Annual Business Plan and Budget.

Meetings

- Attend all meetings or, if unavoidable, apologise in advance for absence
- Where Committee papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

Administrative & Management

- Serve on Sub Committees as required
- Review and approve the organisation's systems for risk management and ensure regular review of the risk register and risk mitigations
- Oversee the financial affairs of the organisation
- Review reporting on compliance requirements under grants etc
- Undertake administrative duties as required

Media Make comments to the media only as provided in the organisation's Media Policy

Promotion

- Promote the organisation in the community as opportunities arise

Fundraising

- Participate in any fundraising approved by the committee

Legal & Ethical

- Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- If they have any direct or indirect material personal interest in any contract with the organisation, or in any matter before the Committee:
 - inform the Committee immediately of the nature and extent of this interest, and the relation of the interest to the activities of the organisation, such details to be recorded in the minutes of the Committee meeting
 - not be present while the matter is discussed at the Committee meeting and not vote on the matter
- If they have any non-material personal conflict of interest in any matter before the Committee, or believe that the perception of such a conflict might arise, inform the Committee immediately and follow the Committee's rulings as to proper procedure
- Ensure that the organisation does not trade while insolvent
- At all times conduct Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

MOONEE VALLEY CITY COUNCIL REPRESENTATION ON COMMITTEE

In addition to their responsibilities as ordinary members of the Committee, Council Representatives will:

- act as a point of contact between the organisation and Council;
- provide updates to the Committee on Council related matters that may be relevant to or of interest to the Committee
- assist the Committee and General Manager in resolving Council related issues that may arise from time; and
- take appropriate action to address potential conflicts of interest in undertaking any of the above responsibilities that may arise as an ordinary member of the Committee or in executing their specific role as a Councillor.
- Council Representatives will act in accordance with City of Moonee Valley Conflict of Interest Policy and Guidelines, the Local Government Act (as amended) and any relevant policy to conflict of interest that govern the Wingate Avenue Committee of Management.

SUB-COMMITTEE MEETINGS

Sub-Committees will be established from time to time, at the discretion of the Committee, to consider particular matters in more detail.

Sub-Committees do not have final decision-making authority. All Sub-Committee recommendations must be taken to the Committee of Management for final approval.

The Committee will approve the Terms of Reference of each Sub-Committee.

The Committee will annually review the performance of each Sub-Committee and agree if there is a need for it to continue.

It is expected that all Committee members sit on at least one Sub-Committee.

Adopted by Committee of Management (date) xxxxx 2018

Signed by Chairperson: Raoul Wainwright