

GOVERNANCE AND THE ROLE OF THE COMMITTEE POLICY

Policy Summary

The Committee of Management (CoM) collectively governs the Glenroy Neighbourhood Learning Centre (GNLC) and sets its overall direction and values. The CoM is accountable for all matters pertaining to the Centre and is responsible for monitoring all matters, including the Centre's

- financial viability
- compliance with all legal and ethical obligations, and
- duty of care.

Scope

This Policy applies to all operations at GNLC.

Definitions

Relevant Authorities:

- Victorian Registration and Qualifications Authority (VRQA)
- Victorian Curriculum and Assessment Authority (VCAA)
- Department of Education and Training (DET)

Guiding Principles

Incorporation

GNLC is an incorporated association. The Committee of Management is the governing body. The role of the CoM is determined by the Centre's Constitution and the legislative framework for not-for-profit boards in Australia and Victoria. The Centre operates under the Victorian Associations Incorporation Act, 1981 & the Associations Incorporation Reform Act 2012.

Members of the Committee can only use this power when meeting as the Committee. The CoM acts as a body through the Chairperson.

Policy statement

Key Functions

The key governance functions within the CoM's role are to:

- i. ensure the financial viability of the organisation and oversee the finances to ensure the organisation remains solvent;
- ii. set the annual budget and core business plan;
- iii. select and employ the Manager of the Centre;
- iv. supervise and conduct an annual performance appraisal of the Manager;
- v. govern the organisation in accordance with the Centre's stated vision, mission, objectives and responsibilities;
- vi. set the vision, values and strategic plans of the Centre;
- vii. set annual key performance indicators for the Centre's operations and activities, to implement the Strategic and Business Plans;
- viii. make decisions on policies and, where appropriate, on procedures;
- ix. provide the review function for any matters that the Manager, the staff or key stakeholders of the organisation bring to its attention;
- x. ensure relevant funding bodies, statutory authorities, relevant government departments, associations, registration/accreditation authorities, financial institutions and contractors are notified of significant organizational change. Notification of changes in site location and address must be advised well in advance. Other changes should be notified in advance, where possible, but within no more than 10 working days of the effective change.

Delegation

While retaining accountability for all matters pertaining to GNLC, the CoM delegates all operational matters for the Centre to The Manager, within the limits set down in the Delegation of Authority Policy.

The Manager is the Chief Executive Officer and the CoM delegates responsibility to implement plans, including the Strategic plan and the Business plan to the Manager. The CoM delegates to the Manager the responsibility to ensure that GNLC operates within policy and budget as endorsed by the CoM. The delegation also includes Notification of Change, except in circumstances of Change of Management, where the CoM is responsible.

The CoM, through the Manager, will undertake a review of this delegation through performance appraisal of the Manager at least annually.

Delegation is further detailed in the Delegation of Authority and Reporting Policy and the Financial Delegation Policy.

Notification of Change

The CoM delegates the responsibility of Notification of Change to The Manager.

The Manager will ensure all relevant authorities of changes in organisational structure. Where possible changes should be notified in advance, but within no more than 10 working days.

Relevant Authorities include:

- Victorian Registration and Qualifications Authority (VRQA)
- Victorian Curriculum and Assessment Authority (VCAA)
- Department of Education and Training (DET)

Organisational Changes include:

- Change of name
- Change of legal status
- Change of RTO Status
- Change Administration, closure or insolvency
- Change of mailing address, domain name and contact details
- Change of direct debit/credit banking details
- Change of management or primary contacts
- Change of Management Committee membership, and
- Other significant change as the case requires

The CoM is responsible for ensuring Relevant Authorities are notified on Change of Manager.

The Manager is responsible for ensuring Relevant Authorities are notified well in advance of any proposed relocation to ensure GNLC can be registered at the new delivery site.

Subcommittees

Subcommittees may be established by the CoM as and when needed to ensure the smooth running of GNLC. The CoM can delegate decision making to subcommittees as it deems necessary.

Each sub-committee will have:

- a specific list of members;
- a purpose and terms of reference;
- a specified term; and
- a mechanism for reporting back to the CoM.

Standing Subcommittees

Standing subcommittees are ongoing. These are:

- Finance and Risk Subcommittee
- Audit Subcommittee
- Policy, Risk and Compliance Subcommittee
- CEO Review Subcommittee

Working Groups

The CoM or the Manager may set up Working Groups to focus on a particular issue. Working Groups may include CoM members, staff and other people invited by the Manager or the Chairperson. Working Groups report to the Manager. A Convenor will be appointed for each group.

Further Responsibilities

The CoM has further responsibilities, including:

- being the legal employer of all staff, and ensuring that Staff Selection Policies are adhered to;
- provide advice to assist the organisation to fulfill its aims, objectives and targets to the highest standard;
- overseeing continuous improvement within the organisation;
- considering feedback from all stakeholders relating to services and priorities of the Centre.

Code of Conduct for CoM members

The key governance principle is that CoM members first priority is loyalty to Glenroy Neighbourhood Learning Centre. It is important that each Committee of Management member:

- recognises the confidential nature of all information they are privy to as a member of the Committee of Management;
- understands that customer satisfaction is a major focus;
- reads and considers all papers before the CoM meeting so that they are able to properly perform their duties as a CoM member;
- abides by the Rules of the Association and observes and respects the decisions of the Committee of Management;
- does not use any information heard in meetings or in the course of work as an Committee of Management member for personal gain;
- does not use the organisation's assets for personal gain;
- if unhappy with any aspect of the performance of a tutor, staff member or volunteer, discusses concerns in full with the Chairperson so the matter can be addressed appropriately;

- exercises caution if offered loans or free or discounted gifts, entertainment, goods or services from companies or individuals having, or seeking business with the organisation, and seeks advice if necessary from the Manager [see Conflict of Interest policy].

Training and Support

Each year the CoM will develop and participate in a training and development program.

This may include:

- a half day planning seminar with an outside leader shortly after the Annual General Meeting;
- an annual training and development plan for the committee with internal and external training and development activities advertised to committee members;

The Chairperson will conduct meetings in a manner that supports CoM members and respects their contributions.

Induction of new members

The CoM is committed to ensuring that new members of the CoM have appropriate documentation and other information to undertake the role of Committee member. New members will be provided with an induction kit, including this chapter. New members will also be expected to attend at least one induction meeting with the Chairperson, and at least one induction meeting with the Manager. A mentoring arrangement with one experienced member of the CoM will also be put in place.

Evaluation of the outgoing committee

At the last meeting before the AGM the Committee of Management will evaluate its collective performance and each individual will consider their own contribution and performance. Each member will be asked, if they are able, to indicate what they think their future contribution is to the committee.

Relevant Procedures and Policies

- Delegation of Authority and Reporting Policy
- Financial Delegation Policy
- Schedule of Delegation
- Guidelines for the Committee of Management
- Organisational Chart
- Continuous Improvement Policy, and associated Plans and procedures.
- Notification of Change policy and Procedure
- Glenroy Neighbourhood Learning Centre Rules of Association i.e. the Constitution

Relevant Legislations

- Victorian Associations Incorporation Act, 1981
- Associations Incorporation Reform Act 2012
- AQTF Essential Conditions and Standards for Initial / Continuing Registration
- VRQA Guidelines for VET Providers (23/12/09)
- Service Agreement for Skills Victoria

Status	Current
Effective Date	25/6/20
Review Date	25/6/23
Approval Authority	Committee Of Management
Enquiries	9304 3910