

Southern Community Care Development Inc (SCCD)

POLICY 1.2 - MANAGEMENT COMMITTEE

SCCD IS MANAGED BY AN ELECTED COMMITTEE, AS ESTABLISHED BY THE *SCCD CONSTITUTION & THE SCCD POLICY & PRACTICE MANUAL*

Committee Membership

The Management Committee is elected annually from the general SCCD membership, which is open to individuals and organisations that accept the objects and rules of the Association. Prior to their election, committee members must complete and sign association membership form and Management Committee nomination form (see *Constitution*).

Committee members are recruited from, and act as representatives of, Sutherland Shire Community Care Forum, relevant community care organisations or interested Shire residents. The organisation enables carers and consumers who are elected to the management committee eg. assisting with transport or respite.

Committee Responsibilities

The Management Committee of SCCD is comprised of:

- The Chairperson;
- The Vice Chairperson;
- The Treasurer;
- The Secretary; and
- Up to seven (7) general Management Committee members (see *Constitution*).

The Committee is responsible for managing the organisation within the approved *SCCD Budget* and in accordance with SCCD stated objectives, policies and procedures as specified in this *SCCD Policy and Practice Manual*. The Management Committee ensures that it is fulfilling its role and responsibilities at all times and may, in appropriate circumstances, be assisted by the paid staff. For instance, a mid-term vacancy in the roles of Treasurer or Secretary may be filled by a share arrangement between other committee members, with staff assistance, until the AGM.

The specific responsibilities of the Committee, as a group, are:

Legal

To ensure that SCCD operates in line with:

- Relevant federal, state and local government laws and regulations, including the *NSW Associations Incorporation Act, 2009*;
- Staff employment agreements, legislative requirements of employment and taxation (in **STAFF MANAGEMENT** section);
- *Work Health and Safety Act 2012* requirements to provide a safe workplace for staff and visitors (in **OH&S MANAGEMENT** section);
- Legislative requirements of employment and incorporation relating to insurances (see **1.5 Insurance**); and
- Agreements and guidelines from Sutherland Shire Community Care Network (SSCCN) (see below) and any other funding bodies (see *Home & Community Care Aged Program Grant Guidelines + Home & Community Care Aged Program Manual (DoHA), NSW Guidelines for Home & Community Care Funded Organisations (ADHC) & Funding Agreements*).

Policy and Planning

To ensure that:

- SCCD and its projects have core aims and objectives, and collective goals and strategies are developed at the annual planning day (see **1.4 Planning & Evaluation**);
- There are clear lines of delegation to all advisory committees and internal sub-committees and working parties (in **ORGANISATION MANAGEMENT & SERVICE DELIVERY** sections);
- Project workplans are developed and evaluated on an annual basis (in project-specific **SERVICE DELIVERY** sections);
- High quality and effective services are delivered (in **SERVICE DELIVERY** sections);

Southern Community Care Development Inc (SCCD)

- This Manual is kept up to date and is put into practice (see **Introduction**); and
- SCCD has a clear vision and strategy for achieving the above.

Financial

To ensure that:

- SCCD and individual projects auspiced by SCCD have approved budgets for the year, that expenditure occurs within those budgets and SCCD has sufficient income to meet budget requirements (see **1.6 Financial Management**);
- The conditions of the agreement with Sutherland Shire Community Care Network (SSCCN) (below) and any other funding bodies are followed (see *Funding Agreement*);
- Funds are properly accounted for and an audit is completed every year (see **1.6 Financial Management**);
- All expenditure is in accordance with the appropriate delegated authority (see **1.6 Financial Management**). The HACC Development Officer is responsible for day-to-day expenditure within SCCD's stated budget and is authorised to approve expenditure. All other items of expenditure require Management Committee approval.

Staff

To ensure:

- The recruitment of the best possible staff in accordance with SCCD's EEO policy (see **2.6 Recruitment of Staff**);
- Formal appraisal of staff and provision of support, training, direction and supervision, as appropriate (in **STAFF MANAGEMENT** section).

Premises and Equipment

To ensures office premises and facilities are adequate and maintained so that:

- staff can complete their required work efficiently, effectively and to professional standards (in **STAFF MANAGEMENT & SERVICE DELIVERY** sections); and
- services can be provided properly and safely, as required by the *Work Health and Safety Act, 2012* (in **H&S MANAGEMENT** section)

Community Relations and Accountability

The committee, as a group:

- Deal with service delivery issues and problems as they arise and provide the necessary support and assistance;
- Raise awareness of, and publicise the activities of, SCCD to the target group and the community in general;
- Ensure that SCCD has a strong membership and strong community support and remains a viable organisation.

Individual Committee Members' Responsibilities

The committee, as individual members, fulfill the following roles:

Chairperson

- Ensure regular Management Committee meetings are held and run in accordance with SCCD's Constitution (see **1.3 Code of Behaviour for the Management Committee**);
- Encourage other Management Committee members to attend meetings;
- Draft an agenda for Management Committee meetings with the assistance of the HACC Development Officer and Secretary;
- 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 (see **1.3 Code of Behaviour for the Management Committee**);
- Act as the formal spokesperson for SCCD; and
- Stay in touch with day-to-day happenings in SCCD through the staff.

Southern Community Care Development Inc (SCCD)

Vice Chairperson

It is the Vice Chairperson's role to act in the capacity of the Chairperson in his or her absence, and ensure that all functions attributed to that position are carried out during that period.

Secretary

With the aid of the HACC Development Officer, to:

- Present to each Management Committee meeting a list of correspondence to SCCD that requires the committee's attention, and make sure these are properly filed;
- Take accurate minutes of all meetings, including the names of all committee members and staff present, and make sure these are properly filed (see **1.3 Code of Behaviour for the Management Committee**);
- Ensure minutes are signed by the Chairperson; and
- Ensure minutes are distributed to committee members before the next meeting, together with the agenda (see **1.3 Code of Behaviour for the Management Committee**).

Treasurer

With the aid of the HACC Development Officer and SCCD Bookkeeper, to:

- Ensure that the SCCD books of account are properly maintained and kept safe (see **1.6 Financial Management**);
- Ensure that all wages and accounts are paid on time (see **1.6 Financial Management**);
- Ensure that receipts are issued for all monies paid to SCCD (see **1.6 Financial Management**);
- Ensure that all banking accounts are opened and operated correctly (see **1.6 Financial Management**);
- Ensure that monthly financial reports are produced and present these at monthly Management Committee meetings, to enable Management Committee members to understand the financial reports (*Financial Report Form* attached, see **1.3 Code of Behaviour for the Management Committee**);
- Ensure that the financial requirements of funding bodies are met per the agreement with Sutherland Shire Community Care Network (SSCCN) (below);
- Ensure that an audit of the books is prepared each year and that the accounts of SCCD, showing the financial position at the end of the preceding financial year, is submitted to members at the Annual General Meeting (*last Annual Report* attached, **1.3 Code of Behaviour for the Management Committee**); and
- Ensure that funds are not being mismanaged.

Public Officer

With the aid of the HACC Development Officer and Project Assistant, to:

- Maintain a *Register of Members*;
- Sign and authenticate documents or proceedings of SCCD for the NSW Department of Fair Trading;
- Receive formal notices from the NSW Department of Fair Trading;
- Ensure any other responsibilities of the Public Officer as specified in the *NSW Associations Incorporation Act, 2012* are met, including signature of correspondence to the NSW Department of Fair Trading.

All Members

Whether or not they are office bearers, all committee members have responsibilities, as individual committee members to:

- Act in accordance with SCCD stated objectives, policies and procedures as specified in *SCCD Policy and Practice Manual*, including the **1.3 Code of Behaviour for the Management Committee**;
- Ensure SCCD operates in line with agreements and guidelines from Sutherland Shire Community Care Network (SSCCN) and any other funding bodies.
- Attend meetings, as advised, and notify in advance if unable to attend;
- Be punctual and prepared, having read minutes, agendas and any other background papers;
- Actively listen to others' ideas and views and be open and frank in communicating theirs;
- Focus discussion and critique on ideas rather than the individuals involved;
- Support and assist other committee members, including office bearers, in undertaking their duties;
- Provide responses by email whenever requested, such as reading materials circulated between meetings and giving feedback;
- Represent SCCD at all times, and formally act as a spokesperson when requested by the committee;

Southern Community Care Development Inc (SCCD)

- Keep informed about issues affecting SCCD;
- Promote the objectives of the SCCD and its Project/s;
- Participate in SCCD's planning and evaluation processes (see **1.4 Planning & Evaluation**);
- Participate on relevant sub-committees and working parties as necessary;
- Ensure that discussion and recommendations are made in keeping with the philosophy and interests of SCCD.
- Represent the views of community members seeking to utilise the services provided by SCCD.
- Sign letters or documents on behalf of SCCD as required (including cheques if delegated as signatory re **1.6 Financial Management**);
- Undertake relevant tasks as they arise from time to time, such as liaison with other organisations and delegations to funding bodies; and
- Support the staff in carrying out the objectives of SCCD and its Project/s.

Relationship with Sutherland Shire Community Care Network (SSCCN)

Under the agreement with Sutherland Shire Community Care Network (detailed in **1.1 Statement of Purpose** and *SSCCN Governance Manual*), the SCCD Management Committee are delegated responsibility for the day-to-day management of projects funded under the HACC Program. Three members of SCCD are also members of SSCCN and present a brief report to each meeting of SSCCN on issues relating to those funding agreements only.

The SCCD Management Committee may discuss matters of policy and direction for SSCCN as it relates to the HACC funding agreements and make recommendations to the SSCCN Board via the three delegates.

Orientation for New Committee Members

In conjunction with the HACC Development Officer and Project Assistant, the Secretary maintains a *Management Committee Kit* for distribution to all new members on appointment. Contents include:

- SCCD Aims & Objectives (ie. **Policy 1.1 Statement of Purpose**)
- *Organisational Structure*
- *SCCD Members Register*
- List of Contents of *SCCD Policy & Practice Manual*
- List of Management Committee Members
- Management Committee Member Job Description (ie this **Policy 1.2**)
- *SCCD Budget*

Key Documents (see **0.0 SCCD Documents**)

MANAGEMENT COMMITTEE APPROVAL: 7/5/12