

Southern Community Care Development Inc (SCCD)

POLICY 1.3 - CODE OF BEHAVIOUR FOR THE MANAGEMENT COMMITTEE

SCCD IS MANAGED BY AN ELECTED COMMITTEE, WHO OPERATE ACCORDING TO AN AGREED CODE OF BEHAVIOUR

General

All management committee members agree to:

- Abide by the philosophy of SCCD;
- Observe all the rules of SCCD, including those specified in the *Constitution (at A1.1)*, the *NSW Associations Incorporation Act, 2009* any others set by the management committee or the membership of SCCD;
- Follow any policies and procedures set down in the *SCCD Policy and Practice Manual*;
- Attend Committee meetings whenever possible, and if unable to attend, to send apologies;
- Act on SCCD matters only with the consent of the Committee, and recognise that responsibility for the day-to-day operations of the projects lies with the staff;
- Act according to all the financial processes of SCCD (see **1.6 Financial Management**);
- Represent SCCD in a positive way;
- Preserve confidentiality by not discussing confidential issues with people outside of SCCD or with staff or members of the organisation without the consent of the committee;
- Follow any grievance procedures described in the *SCCD Policy and Practice Manual* to try to resolve any conflicts with staff or members of SCCD or with other management committee members (see (in **STAFF MANAGEMENT** section or *SCCD Constitution*);
- Respect and support staff.

If a member of the Committee fails to abide by the above rules s/he will be subject to disciplinary action.

Monthly Management Committee Meetings

Time

Full SCCD Management Committee meetings are held on a day and time mutually agreed to by the incumbent Committee at least bi-monthly in a meeting room near to the SCCD office. The committee may arrange other meetings as required.

Attendance

All committee members and the HACC Development Officer attend committee meetings. Other staff members are invited to attend meetings as specific issues arise. Guests may be invited to attend meetings for a specific purpose.

When necessary, a closed session may be held after General Business with only Management Committee members and relevant staff present. Only decisions of closed sessions are minuted.

Agenda

Meetings are conducted in accordance with the Constitution. The agenda for the meetings includes:

- Present and apologies
- Acceptance of minutes from previous meeting
- Business arising from minutes of previous meeting
- Correspondence
- Organisation issues
- Finance Report
- Office issues, including staff training and Health & Safety updates
- Project Reports
- General business
- Close

The agenda is drafted by the HACC Development Officer, in consultation with the Chairperson, and circulated to all Management Committee members at least five (5) days before the committee meeting.

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Minutes

Minutes of all meetings are recorded. In the absence of the Secretary, a delegated member of the committee is responsible for taking minutes. Minutes are typed as soon as possible after the meeting and emailed to the HACC Development Officer to forward to each member of the Management Committee at least one (1) week prior to the next scheduled management committee meeting, along with the agenda and related handouts.

A copy of the minutes is filed and presented at the next meeting to be signed by the Chairperson. The Secretary is responsible for making sure that procedures for minutes are followed.

Quorum

In accordance with the *SCCD Constitution*, any three (3) Management Committee members constitute a quorum.

Role of Staff

The HACC Development Officer attends and makes a verbal report that includes general office issues, as well as those arising from staff meetings, staff supervision, client feedback etc.

Annual General Meeting

Agenda

The Annual General Meeting (AGM) will be held within six (6) months of the end of each financial year in accordance with the *SCCD Constitution* and the *NSW Associations Incorporation Act, 2009*.

The agenda for the AGM will be to:

- Confirm the minutes of the previous AGM and any special meetings held since that meeting;
- Receive the Chairperson's report for the previous financial year;
- Receive the Treasurer's report and the audited financial statements for the previous financial year;
- Receive individual project reports for the year;
- Elect the Management Committee members;
- Appoint an auditor for the current financial year;
- Appoint the Public Officer;
- Attend to any other business placed on the agenda prior to the commencement of the meeting.

Notice of the Annual General Meeting will be mailed within fourteen (14) days to other related services in the region, including members of SSCCN and Sutherland Shire Community Care Forum, although voting is restricted to members of SCCD.

The audited financial report and annual general report will be approved by the Management Committee meeting prior to the AGM.

The outgoing committee will encourage nominations for committee membership from people with a range of cultural backgrounds and areas of interest relevant to SCCD, including representatives of the Sutherland Shire Community Care Forum. Paid staff of SCCD and volunteers engaged in service delivery are not eligible to be members during their employment, nor can they join the Management Committee for a period of 2 years after employment has ceased.

Minutes

Minutes of all meetings are recorded; the Secretary takes minutes at physical meetings and the HACC Development Officer co-ordinates e-minutes for virtual meetings. In the absence of the Secretary, a delegated member of the committee is responsible for taking minutes. Minutes are typed as soon as possible after the meeting and emailed to the HACC Development Officer.

A copy of the minutes is filed and presented at the next meeting to be signed by the Chairperson. Minutes of the previous AGM will be available on the day. The Secretary is responsible for making sure that procedures for minutes are followed.

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Actions Following the AGM

The Management Committee is responsible for ensuring the annual reports and forms related to decisions made at the AGM (listed at www.fairtrading.nsw.gov.au) are lodged with NSW Department of Fair Trading, as required.

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

MANAGEMENT COMMITTEE APPROVAL: 7/5/12