

Governance for Committees



Volunteering

@Loddon



Overview

What is Governance?

Rules for Incorporated Associations

Committee Roles & Responsibilities

Effective Committees

Tools & Resources



What is Governance?

The systems and processes by which a committee ensures:

- the overall direction
- Effectiveness
- Supervision
- accountability ; and
- responsibilities of their organisation are met.



Good Governance Principles

Transparency (honesty and openness)

Accountability (being able to explain, justify and take responsibility for your actions)

Stewardship (careful and responsible management for something of value to the community)

Integrity (showing strong moral and ethical principles and values)

Governance- Incorporated Associations

‘An incorporated association is a registered legal entity that's usually established for recreational, cultural or charitable purposes. It must have at least 5 members and put all profits back into the association's activities.’



Rules for Incorporated Associations.....

- are written rules
- guide how your association operates
- are a contract between the association and its members
- set out your association's purposes
- list the rights and responsibilities of members and office holders.

Source: Consumer Affairs Victoria



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Setting the Rules

Model Rules

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/rules>

Own Rules

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/rules/own-rules>

NOTE: to develop your own rules or to change rules an association will need to apply to Consumer Affairs Victoria for approval.

For an INCORPORATED ASSOCIATION

Associations Incorporation Reform Regulations 2012

Part 3

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What do the rules cover?

1. **Membership**
2. **Disciplinary** action
3. **Grievance** procedures
4. **General meetings**
5. **Committee** powers, composition, election and meetings
6. **Financial** matters
7. **General** matters



The Committee

- Chairperson (or President)
- Secretary
- Treasurer
- Ordinary members

Can also have:

- Vice chairperson
- Assistant secretary
- Assistant treasurer



Committee Roles & Responsibilities

The Chairperson

- ✓ Leads/oversees the direction of the committee
- ✓ Develops meeting agenda
- ✓ Facilitates meetings
- ✓ Spokesman for the committee
- ✓ Oversees legal/financial strategies



Committee Roles & Responsibilities The Secretary

- ✓ Administration for the committee
- ✓ Liaise with Chair to ensure that committee business is attended to
- ✓ Prepares/sends out agenda, takes minutes
- ✓ Manages correspondence (inward & outward)
- ✓ Coordinates communication/media
- ✓ MyCAV account to lodge annual statements/any changes





Committee Roles & Responsibilities

The Treasurer

- ✓ Maintain bank account(s)
- ✓ Ensure all transactions are recorded/accounted for
- ✓ Ensure financial policies/procedures are in place/adhered to
- ✓ Budget preparation and reporting
- ✓ Prepare/present financial reports at meetings
- ✓ Prepare annual financial report/present at annual meeting
- ✓ Arrange audit of finances

Committee Roles & Responsibilities

Role of ALL Members

Regular attendance
at meetings

Decisions in best
interest of group

Follow rules of the
group

Ensure financial
and legal
obligations are met

Ensure purpose is
achieved

Uphold
values/objectives
of organisation

Identify/manage
risks

Inform/review
strategic direction
including financial
plan



Effective Committees...

- ✓ have clear constitution/rules/terms of reference
- ✓ understand roles and responsibilities
- ✓ work well as a team and individually
- ✓ ensure delivery of organisational purpose
- ✓ exercise appropriate control
- ✓ are open and accountable
- ✓ act with integrity and in the best interest of organisation
- ✓ Evaluate performance

Governance Tools & Resources

MANAGEMENT COMMITTEE SELF-ASSESSMENT

The following self-assessment is designed for you to reflect on your role as a Management Committee member and consider any areas that you would like further support or information.

AREA	YES / NO	ACTION REQUIRED (how to improve in this area)
Vision and Leadership <ul style="list-style-type: none"> - Is the vision and mission of the organisation clear? - Are the values of the organisation clear? - Are you aware of the key issues & changing environment relevant to your organisation/sector? 		
Roles and Responsibilities <ul style="list-style-type: none"> - Are Committee role descriptions and expectations clear? - Do you receive the information you need prior to meetings? - Do you understand the organisation's financial position? - Do you feel you have an equal input into committee business and decision-making? - Is decision-making always in the best interests of the organisation? - Are conflicts of interest dealt with effectively? - If you are on a sub-committee, are you clear about your role, delegated authority and lines of reporting back to the Management Committee? 		
Legal Structure / Charitable Status <ul style="list-style-type: none"> - Is your organisation's legal structure clear? - Is the purpose of your governing document clear? - Do you feel fully aware of your legal responsibility? - If a charity, do you understand what this means? - Is your charity meeting the public benefit requirement? - Does the committee source professional advice when needed? 		



CHECKLIST FOR MANAGEMENT COMMITTEES

The Management Committee should:

	Please tick:		
	Yes:	No:	Needs work:
• understand the responsibilities of their role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand and comply with the organisation's governing document (e.g. constitution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the organisation's legal structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• manage conflicts of interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• provide sound financial oversight and ensure that resources are properly managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure that all potential risk is assessed and dealt with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• be able to account for everything the organisation does	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure the organisation pursues its purpose (as defined in the governing document)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• safeguard the name and values of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• take decisions as a collective group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the role and responsibilities of honorary officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the role and delegated authority of any sub-committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• differentiate between the role of Management Committee and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hold meetings as necessary to properly fulfil their role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• seek expert and professional advice when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On Loddon Shire's Website you will find free resources/tools to assist you to run effective meetings:

- ✓ Habits of Effective Committees
- ✓ Checklist for Management Committees
- ✓ Management Committee Self-Assessment