

SPDL Committee of Managment Role

1. Guidelines for SPDL Committee Members

The Committee of Management is responsible for the governance of SPDL. This means the Committee of Management must conduct the policy and administrative affairs of SPDL in a legal and ethical manner. To achieve this, the committee must work as a team and support each other by sharing the responsibilities and workload and adopting formal processes to approve decisions.

As a member of the SPDL Committee of Management (CoM), your responsibility is also to ensure that SPDL remains in touch with, and is responsive to, the community it serves.

1.1 Features of management committees and managers

A further responsibility of the CoM is to support the SPDL staff. To achieve this, it is important to understand the differences between role of the CoM and those of the SPDL General Manager.

<i>Features of the committee of management</i>	<i>Features of a manager</i>
Is an incorporated body and acts as a group	Is an individual and acts individually
Duty of care to the incorporate body	Duty of care to the service and clients
Governs the organisation	Manages the services & programs
Has ultimate authority	Has delegated authority
Makes broad, overall management decisions	Takes day to day responsibility for managing the organisation
Sets policy	Puts policy into action
Has broad knowledge, skill and backgrounds	Has specialist knowledge, skills and background
Is a continuous entity	Is a temporary entity
Is elected	Is hired
Is usually unpaid	Is paid
Is involved	Is employed

1.2 SPDL Committee of Management responsibilities

The overall role of the CoM is to develop policy and oversee the operations and activities of SPDL to ensure its goals are fulfilled. To achieve this, the CoM must:

Represent the local community

The committee needs to be responsive to local needs and should be alert to and investigate issues causing community concern, particularly those related to the philosophy of SPDL and its members.

Committee members have a responsibility to be involved and represent local residents when determining the priorities of SPDL. This is achieved by being involved in the community, keeping abreast of issues which are of concern to our clients and taking these into consideration in the decision making process of the committee

Act as the employer

The CoM is responsible for the selection and employment of staff, which includes:

- ensuring that proper selection procedures and practices are used when employing staff
- all legal requirements are met
- appropriate supervision and support is provided and appropriate review and development opportunities are available to all staff
- appropriate grievance procedures are provided to staff
- occupational health and safety requirements are met and provision is made for safe working conditions for all staff and volunteers
- the lines of communication between staff and the CoM are clear, open and understood by all.

Undertake governance

Planning

The CoM is responsible for determining the direction of the organisation. It is important that the CoM, the staff and the community are actively involved in the planning process, and this is achieved in a number of ways. A planning session is conducted annually and identifies the short, medium and long-term goals that become the SPDL Annual Business and 5 Year Plan.

It is important that the SPDL community are aware of the annual plan so that everyone can participate in the monitoring and evaluation of SPDL activities and achievements.

Funds management

It is the responsibility of CoM to be aware of funding and service conditions and to have control over decisions involving expenditure. The SPDL General Manager and the Executive of the CoM share responsibility for ensuring that accountability requirements and reports meet the requirements of funding bodies.

Legal responsibilities of the CoM include (but are not limited to):

- Meeting the requirements of Federal, State and local laws and regulations, for example, insurance, taxation, occupational health and safety, privacy, industrial relations, fundraising.
- Adhering to requirements of the Incorporations Report Act 2012, following the Annual General Meeting.
- Maintaining adequate financial records to produce the SPDL Annual Report and audit certificates.

Development of policy and procedures

SPDL depends on volunteers to operate and maintain its programs. The CoM is responsible for ensuring that all policies and procedures reflect the belief that volunteers are valued, are aware of their rights and responsibilities and have appropriate training to do their job effectively.

Premises and equipment

The committee is responsible for ensuring that the SPDL premises, facilities and physical resources, including the DayLinks vehicles, are provided and maintained to enable all services to be delivered safely and appropriately.

Promotion and marketing

The credibility of SPDL, with its clients, funding bodies, policy makers and the wider community, relies on how well promotion and marketing are directed at raising awareness and publicising the aims and achievements of the SPDL programs.

1.3 Individual responsibilities

CoM members are expected to attend the monthly committee meetings and are encouraged to:

- follow the agenda and keep to time
- keep to the subject at hand
- listen actively
- ask questions to clarify issues
- put forward their point of view
- maintain confidentiality regarding committee matters
- assist in the development of policy
- support decisions once they are made
- provide support and direction to the staff.

1.4 Commitment

The level of commitment and degree of involvement given by each individual Committee Member can vary considerably – from minimal involvement to taking on an Executive role, or being engaged in a number of sub-committees. Whatever the level of involvement, it is highly valued.

A suggested minimum time commitment is as follows:

- attend the Committee of Management meeting once a month (2½ hours)
- attend the SPDL Annual General Meeting
- attend an annual planning day
- attend volunteer celebrations
- be a member of a working party or sub-committee, to focus on a particular issue or project
- attend and support other functions whenever possible as a representative of SPDL, for example, Senior Citizen's week, City of Port Phillip Council functions, etc.

By becoming actively involved, you will begin to understand how SPDL operates, ensuring that at committee meetings your opinions will be informed and representative of the community.

2. SPDL Executive Committee roles

SPDL Executive Committee members holding any of the following key positions have the power to make urgent decisions on behalf of the SPDL Committee of Management.

2.1 Chair

The Chairperson is a key member of the organisation, whose role is to:

- facilitate the committee meetings and ensure that members keep on track
- ensure that all committee members have the opportunity to put forward their point of view as committee members
- act as an official representative for SPDL as required
- ensure effective delegation when necessary
- maintain an overview of the issues facing SPDL

- develop an annual service plan for review and adoption by Committee of Management
- sign funding and service agreements, contracts, on behalf of SPDL
- work in partnership with other members of the Executive Committee.

2.2 Deputy Chairperson

The role of the Deputy Chair is to ensure ongoing continuity of the committee in the absence of the chair or to support the role of the chair as deputy to support the chair to:

- to serve as the chair in the absence of the chair, or when a motion involving the chairman is being discussed
- see role of chair above

2.3 Treasurer

The Treasurer is responsible for overseeing the financial management of SPDL Inc and liaises closely with the SPDL Executive Officer and Committee of Management. The Treasurer is required to:

- keep the Committee of Management regularly informed of the financial position of the organisation
- liaise with the SPDL Executive Officer prior to each CoM meeting with regard to the preparation of the financial report
- prepare and present monthly financial status reports to the Committee of Management
- be available to discuss financial matters when necessary
- be available to sign cheques
- prepare annual budget in conjunction with the Chairperson
- liaise with auditor
- maintain an understanding of current taxation requirements relating to not-for-profit organisations.

2.4 Secretary

The Secretary prepares and supervises the keeping of the minutes and the resolutions and proceeding of each Annual General Meeting and monthly committee meetings including the names of persons present and absent at meetings. The secretary is required to:

- take minutes at the monthly Committee of Management meetings and Annual General Meeting
- present minutes in according to an agreed format
- ensure that the minutes are available for distribution prior to each meeting
- in conjunction with Chairperson, prepare and distribute meeting agendas
- maintain the Committee of Management Decisions Register.

2.5 Public Officer (Included in Secretary Role)

The Public Officer's role is to ensure that the statutory obligations of SPDLs Inc are carried out. These obligations include:

- keeping the Consumer Affairs Victoria informed of any changes regarding SPDL Inc and its financial situation
- notifying Consumer Affairs Victoria of any alterations to the Statement of Purpose or the organisations rules, within one month of change
- lodging the annual 'Statement of Annual General Meeting' and financial statement to Consumer Affairs Victoria within one month of the AGM

- producing any official book, record or document to the Registrar (or authorised officer) of Consumer Affairs Victoria, when a request is made.

3. Sub-committees/task groups

3.1 Purpose

The purpose of a sub-committee or task group is to allow one or more committee members to research, discuss and plan an issue in greater depth. These groups are appointed by the CoM to act in an advisory and planning capacity. Sub-committees cannot carry out decisions without first obtaining majority approval from the CoM. Each sub-committee is required to report regularly at the CoM meetings.

3.2 Guidelines/terms of reference

A sub-committee works well when it meets regularly and actually achieves a measurable outcome at each meeting. Adherence to guidelines or terms of reference ensures that a successful and effective result is obtained. The sub-committee can co-opt non-committee members to be involved as required.

In the situation where one person agrees to take on the task, that person need only follow the guidelines or terms of reference and keep in close contact with the CoM. However, when the sub-committee involves a number of participants the following rules apply:

- ensure that terms of reference are agreed upon and met
- provide updates at Committee of Management meetings
- decisions should be approved by the Committee of Management prior to action being taken
- if required, draft and present a budget to the Treasurer/CoM.