

Governance Policy

Purpose

The purpose of this document is to ensure the sound governance of the organisation.

Scope

This policy applies to applies to the Committee of Governance (CoG), Manager and any subcommittees.

Guiding principles

- a) The CoG is the governing body of Holden Street Neighbourhood House.
- b) Members of the Committee must act ethically and in the best interests of the organisation in accordance with their duties under the Rules.
- c) The CoG acts as a body through the Chairperson.
- d) Members of the CoG are persons of local connection, suitable skills, knowledge and qualifications.
- e) The CoG will delegate responsibility to consider certain matters to subcommittees appropriately and where necessary.

Responsibilities (including specific roles and responsibilities)

The **Committee of Governance (CoG)** has collective responsibility for:

- a) The sound governance of the organisation, in line with:
 - i) The organisation's mission, values and strategic plan,
 - ii) The Holden Street Neighbourhood House Association Rules (the Rules),
 - iii) Relevant laws and regulations for not-for-profit governing bodies in Australia, Victoria and for local Councils in the area,
- b) Appointing, supporting and supervising the Manager,
- c) Monitoring and ensuring compliance with regulatory requirements, laws, service/funding agreements, contracts and the Rules,
- d) Overseeing the sound financial management of the organisation, including the annual budget and approval of annual statements and reports,
- e) Setting strategic direction and monitoring progress towards organisational objectives,
- f) Setting and monitoring the risk management framework,
- g) Being accountable to the community on behalf of the association,
- h) Appropriately delegating powers and functions to subcommittees and/or staff,
- i) Initially managing any disputes or conflicts between CoG members, staff, the Manager, members, volunteers, and/or service users in line with the Dispute Management Policy.

The **Chair** is responsible for making sure that each meeting is planned effectively and conducted according to the Rules. The Chair should allow fair and open discussion and run meetings in a way that encourages decisions.

The **Secretary** is responsible for the duties and functions required to be performed by the secretary of an incorporated association under the Associations Incorporation Reform Act 2012 (Vic).

The **Treasurer** is responsible for leadership and oversight of the organisation's financial management in addition to general financial responsibilities of all CoG members. This includes:

- a) Responsibilities under the relevant laws and regulations,
- b) Reporting to CoG meetings on the financial position of the organisation,
- c) Working with the Manager to prepare the annual budget for CoG approval.

The **Manager** is responsible for:

- a) Managing operational matters in line with:
 - i) the organisation's mission, values and strategic plan,
 - ii) the Finance Policy and budget,
 - iii) the Rules, and
 - iv) relevant laws and regulations,
- b) Developing for CoG approval:
 - i) The annual budget, and
 - ii) Initiatives in line with the Strategic Plan,
- c) Appointing and managing staff and volunteers,
- d) Maintaining the risk management framework,
- e) With the Chair, preparing the agenda for meetings of the CoG and members, and
- f) Reporting anything materially impacting the organisation to the CoG and funding bodies (as appropriate).

Relevant legislation, regulatory bodies or guidelines and rules

Associations Incorporation Reform Act 2012 (Vic) and regulations under that Act

Australian Charities and Not-for-profits Commission (ACNC) Act 2012 (C'th) and regulations under that Act

ACNC Governance Standards

Holden Street Neighbourhood House Rules of Association.

Procedural Framework

All procedures will be undertaken in accordance with the Rules.

Policy approval

Date of Committee of Governance Endorsement: 16/08/2022

Next Review Date: 2025

Key Definitions

Australian Charities and Not-for-profit Commission: The ACNC is the national regulator of charities. They register and regulate Australia's charities. They help charities understand and meet their obligations through information, advice and guidance.

Governance: ACNC: Governance is the processes, activities and relationships that make sure the organisation is effectively and properly run.

Grievance Policy ensures breaches in the Code of Conduct and Rights and Responsibilities are handled appropriately. Procedures covers all grievances, appeals and complaints.

Operational matters mean the 'on the ground' management, coordination and decision making needed for effective implementation of organisational objectives.

Acronyms

Australian Charities and Not-for-profits Commission (ACNC)

Committee of Governance (CoG)

Commonwealth (C'th)

Holden Street Neighbourhood House Association Rules (the Rules)

Victoria (Vic)