



GOV – Management Policy

POLICY

The overall role of the Board of Directors is to oversee the operation and activities of the organisation. This includes the attainment of the aims of the organisation, strategic planning and policy development. The Board of Directors is also responsible for the effective and efficient management of all financial resources.

PROCEDURE

The Board of Directors has:

- Legal responsibilities include meeting the requirements of a range of federal, state and local government laws and regulations
- Financial responsibilities to ensure that there are adequate funds for the operation of the organisation, that the organisation operates within the limits of these funds and that appropriate records are kept to account for expenditure of funds. The Board of Directors is responsible for: obtaining funds, approving budgets, monitoring expenditure, financial statements and audits, negotiating funding and service agreements and reporting on the use of funds.
- Delegating to the General Manager personnel responsibilities including designing jobs, developing job descriptions, staff recruitment, induction and ongoing training of staff, supervision and support of staff, discipline and dismissal. Personnel responsibilities also include Occupational Health and Health and Safety issues and development of employment policies.
- Premises and equipment responsibilities include ensuring that the premises, facilities and physical resources are provided and maintained in a safe manner.
- Planning and Policy responsibilities involve ensuring that the guidelines and the organisation's framework are provided so that people are aware of the aims and objectives of the organisation and how they will be achieved.
- Promotion and Marketing responsibilities involve raising community awareness of the organisation and publishing its aims, services and achievements.
- These responsibilities also include promoting the organisation with participants, funding bodies, other service providers and the wider community.



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Other responsibilities of the Board of Directors are:

- Attending meetings
- Representing Headway Gippsland Inc. as a spokesperson in accordance with the communication policy
- Being an active member of sub-committees or task groups.
- Signing documents and letters as required.

Roles and Responsibilities of Individual Members of the Board of Directors:

Role of the Chairperson.

- The Chairperson of Headway Gippsland Inc(or delegate). is responsible for:
- Developing and preparing meeting agenda's, including timeframes, in consultation with other members of the Board of Directors and paid staff.
- Prioritising the business at meetings, including adjourning the meetings or deferring items.
- Ensuring there is a quorum.
- Welcoming and introducing members and guests.
- Keeping the meeting and individuals focused in items being discussed.
- Encouraging participation from all Board Directors at meetings.
- Keeping track of time during meetings.
- Dealing with emotions and conflicts, which are preventing a productive meeting.
- Making sure the minute taker accurately records the decisions at meetings.
- Motivating the Board of Directors to make decisions and take action.
- Signing the minutes after they have been confirmed as a true record of previous meetings.
- Preparing and delivering an Annual Report.

Role of Vice-Chairperson.

The role of the Vice-Chairperson is to assist the Chairperson of Headway Gippsland Inc. by taking some agreed responsibilities.

The Vice-Chairperson needs to be able to take over responsibilities of the Chairperson should the Chairperson not be able to perform their role. The Vice-



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Chairperson should be seen as a “back-up” to the Chairperson in all areas of responsibility.

Role of Secretary.

The Secretary of Headway Gippsland Inc. with support from Board Minute Taker is responsible for:

- Taking minutes at meetings, or delegate (minute taker)
- Preparing and distributing correspondence allocated by the Board of Directors.
- Preparing and distributing correspondence concerning Board of Directors matters.
- Signing correspondence prepared by staff, where appropriate.

Role of Treasurer.

The Treasurer of Headway Gippsland Inc. is responsible for.

- Ensuring appropriate records of accounts are kept which shows all monies received and paid out by Headway Gippsland Inc.
- Ensuring receipts are issued for all monies received by Headway Gippsland Inc.
- Ensuring that all financial management requirements from funding bodies are adhered to.
- Ensuring that financial reports are produced, and presented at monthly Committee meetings, or as required or requested.
- Ensuring that all members of the Board of Directors understand the contents of the financial reports.
- Preparing an income and expenditure budget at the beginning of each financial year, with the co-operation of staff.
- Ensuring a third party is arranged to carry out an annual audit of the accounts of Headway Gippsland Inc.
- Preparing and presenting, with co-operation of staff, a comprehensive financial report at each Annual General Meeting.
- Being a signatory of bank accounts.
- Ensuring that bank accounts are opened when required and operated correctly.



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- Ensuring the destruction of financial records after a period of 7 years.

Role of the Executive of the Board of Directors

The Executive of Headway Gippsland Inc. is made up of the following members of the Board of Directors.

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The role of the Executive of Headway Gippsland Inc. is to make decisions:

- On behalf of the Board of Directors in situations where it is not possible or practical, due to time constraints, for the consideration of the full Board of Directors.
- On matters referred to the Executive by the Board of Directors.
- On matters referred to the Executive by staff