COMMITTEE OF MANAGEMENT POLICY

Langwarrin Community Centre (LCC) is managed and governed by a Management Committee. The Management Committee oversees all aspects of the operation of the Service. The Management Committee is the legal entity and takes on the role of employer and all responsibilities of the approved provider under the Children's Services Act 1996, Victorian Children's Services Regulations 2020, Family Assistance Law and other relevant legislation as required.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
Part 2.1	Provider approvals
55	Quality Improvement Plans
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook
Privacy and data collection act 2014	

RELATED POLICIES

CCS Governance Policy	Probation, Induction and Orientation Policy
Child Safe Environment Policy	Record Keeping and Retention Policy
Code of Conduct Policy	Recruitment Policy
Dealing with Complaints Policy (Staff)	Social Media Policy
Dealing with Complaints Policy	Staffing Arrangements Policy
Family Communication Policy	Work Health and Safety Policy
Governance Policy	Writing and Reviewing and Maintaining Policies
Privacy and Confidentiality Policy	

PURPOSE

Committee Governance

The role of the Committee of Management is governance rather than management. Centre Management is the responsibility of the Manager, professional and volunteer staff. Governance focuses on the organisation's wider issues of organisational purpose, including the setting and monitoring of strategic direction, the establishment and monitoring of Committee-level policies, and to oversee the academic/educational and financial integrity, and assure quality of the of all LCC operations.

The Committee works in close partnership with the Manager to ensure that its objectives and goals are achieved, supporting and resourcing the Manager to carry out their responsibilities. In order for Committee Members to carry out their governance role, they will participate in the development and implementation of the organisation's policies, plans, and priorities, be able to judge outcomes, discern needs for change and debate issues in all areas of the Committee's responsibilities.

SCOPE

This policy applies to Committee members

IMPLEMENTATION

This *Management Committee Policy* is to be used in conjunction with the *Governance Policy*.
The Management Committee is elected each year at our Annual General Meeting (AGM). They may *participate in executive or financial decision-making or have authority or responsibility for, or significant influence over, the planning and direction of the Community Centre.* All members of the committee, including general members and executive team members have equal decision-making powers and contribute to all decisions. The members of the committee may include: Executive Committee (President, Vice President, Treasurer, and Secretary) and General Committee Members.

Our Service embeds the Child Safe Standards into our organisational leadership, governance and culture. We implement a child safe culture and are committed to child safety and wellbeing. Our Code of Conduct sets out the behaviours that are expected by all members of the Management Committee when interacting with children and young people.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

Committee Authority

The Committee is established and operates in accordance with the Association Rules. The Committee of Management is the legal authority for the organisation. Committee Members are trustees representing the interests of the organisation's stakeholders, both constitutional and moral. As such, the Committee and its members are entrusted to ensure that the organisation is soundly managed for the benefit of all the community.

NEW COMMITTEE MEMBERS

Committee Members Recruitment and Selection

The organisation recruits its Committee of Management Members from the Community ensuring at all times that consistent practices and processes are adhered to.

1. People with various skills are sought, including but not limited to - expertise in administration, finance, education, human resources and fundraising.

2. Committee Members are recruited for a 1-year term.

3. In accordance with the LCC Rules of Incorporation Re-nomination will occur at the Annual General Meeting.

* All current committee members will submit in writing their intention to remain or resign from the Committee of Management via the completion of a COM nomination form

* Each member will nominate their preference for an executive position or general member

* if more than one person has nominated for an executive position a vote will be taken by the other members

REQUIREMENTS FOR COMMITTEE MEMBERSHIP

1. A commitment to work for the greater good of the organisation.
2. A willingness to:
   - Contribute relevant experience, knowledge, expertise and influence to the organisation's affairs.
   - Work co-operatively with other members of the Committee.
   - Recognise and respect, in contributing to the deliberations of the Committee, the interests and reasonable needs of LCC Staff.
   - Serve, if required, on one or more Committee Sub-Committees or working parties.
   - Attend, if possible, all Committee Meetings.
   - Devote sufficient time to become familiar with the organisation's affairs and the wider environment within which it operates.
3. Shall act honestly and in good faith at all times in the interest of the organisation and its stakeholders, ensuring that all stakeholders, particularly those who are recipients of services, are treated fairly according to their rights and responsibilities.
4. Shall carry out their duties in a lawful manner and ensure that the organisation carries out its business in accordance with the law.
5. Shall avoid conflicts of interests in as far as this is possible. Where such a conflict arises the member/s concerned must act within the terms of Conflict-of-Interest Policy.
6. Shall be diligent, attend Committee meetings and devote sufficient time to preparation for Committee meetings to allow for full and appropriate participation in the Committee's decision making.
7. Shall observe the confidentiality of non-public information acquired by them in their role as Committee Members and not disclose to any other person such information that might be harmful to the organisation.
8. Shall act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.

9. Shall observe the provisions of the constitution, policies and rules of the organisation.
10. Shall act honestly and in good faith at all times in the interest of the organisation and its stakeholders, ensuring that all stakeholders, particularly those who are recipients of services, are treated fairly according to their legal and ethical rights and responsibilities.
11. Shall not so act as to bring the organisation or its mission into disrepute.
12. Accept the principle that the Committee speaks with one voice, that no one member shall publicly express their own opinion, should this deviate from an agreed Committee position or decision. No member shall express a public opinion on corporate matters without prior Committee agreement.
13. Shall carry out their association in a lawful manner and ensure that the organisation carries out its business in accordance with the law.
14. All Committee of Management Members will be prepared to complete a Police Records Check, a Working with Children Check, and/or any other form required by legislation, registration or funding bodies.

Membership of the Committee will be conditional upon satisfactory outcomes of the necessary declarations, or at the discretion of the full Committee of Management should a matter be disclosed. The wider community is to be regularly informed of the Centre's goals and activities and invited to join the Committee and its sub-committees.

INDUCTION

1. Election of Committee Members takes place at the AGM each year. During the year, the Committee may appoint an eligible person to fill a vacant position on the Committee.
2. New members will receive a copy of the Committee of Management Handbook, Strategic/Business Plan and have access to all Centre Policies, a copy of the latest Annual Report and the Rules of Association and an up-to-date copy of the year-to-date financial statements.
3. New Committee Members will meet with the President for a governance familiarisation.
4. New Committee Members will meet with the Manager for an operation familiarisation.
5. At the first Committee Meeting attended by new members, introductions will be held with all members, new and old, exchanging information about background, special responsibilities and special contributions to the Committee proceedings and general business.
6. Office Bearers will be elected at the Annual General Meeting, and the first meeting of the new Committee is to be held within four weeks after this.

CONFIDENTIALITY

Our Service has an ethical and legal responsibility to protect the privacy and confidentiality of children. All Management Committee Members are required to read, understand and follow the *Privacy and Confidentiality Policy* for the Service. Previous minutes or documentation of items or issues discussed at Management Committee meetings may be confidential in nature. Previous minutes may be requested; however, items may be removed if confidential in nature.

THE COMMITTEE OF MANAGEMENT WILL:

The Committee of Management will:

1. Regularly monitor progress towards the achievement of the Strategic Goals and Business Plan adopted by LCC.
2. Meet regularly to monitor the performance of management and the organisation as a whole. To do this the Committee will ensure that appropriate monitoring and reporting systems are in place, and that these are maintained and utilised to provide accurate and timely information to the committee.
3. Ensure that there is an appropriate separation of duties and responsibilities between itself and senior management, and that decisions of a significant nature to the operation or management of LCC are recorded in the reports or minutes of LCC.
4. Ensure that the independent views of the Committee Members are given due consideration and weight.
5. Ensure that where appropriate, consultation of key personnel is undertaken to guarantee the decision-making process is well informed, and any associated implications noted before final resolutions are made.
6. Provide for continuity of governance between meetings.
7. Ensure that stakeholders are provided with an accurate and balanced view of the organisation's performance, including both financial and service provision.
8. Regularly review its own performance as the basis for its own development and quality assurance.
9. As individual Committee Members, also review their own performance with a view to ensuring a suitable contribution to committee deliberations and decision making, and if found lacking, either pursue training or assistance to improve their performance, or resign.
10. Carry out its meetings in such a manner as to ensure fair and full participation of all Committee Members.
11. Ensure that the organisation's assets are protected.

CONTRIBUTION

All Committee Members are expected to contribute to Committee meetings to the best of their ability. To facilitate this, the Committee will guarantee a thorough induction into the affairs of the Committee and the organisation at large, its issues, current concerns, staff, its financial position and its liabilities and assets.

CONFLICT OF INTEREST

The Committee places great importance on making clear any existing or potential conflicts of interest for the members. The member concerned shall declare all such conflicts of interest and that member shall not vote on that matter.

Examples of conflicts of interest are: •

- When a Committee Member or their immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation.
- When a Committee Member himself or herself offers a professional service to the organisation
- When a Committee Member stands to gain personally or professionally from any insider knowledge, if that knowledge is used to advantage

1. Any business or personal matter which is or could be a conflict of interest involving the individual and their role and relationship with the organisation, must be declared.
2. All such declarations shall be presented to the Committee using the Conflict-of-Interest Disclosure form and minuted at the first Committee meeting following receipt.
3. Where a conflict of interest is identified and/or registered, the provisions contained in the Rules of Association bind the Committee Member's participation in any discussion on that topic.

COMMITTEE MEETINGS

The Committee is committed to the achievement of effective and efficient meetings. Meetings will:

1. Be based on a pre-prepared agenda, the preparation of which is the responsibility of the Manager and/or Committee President or in his/her absence the Vice President. Such an agenda should reflect the Committee's governing role.
2. Invite the Manager as the representative and advocate of the paid staff and volunteers where appropriate.
3. At the discretion of the Committee, admit non-Committee members by invitation as individuals, or as representatives to attend some, or all of a Committee meeting.
4. Be recorded by written minutes, copies of which go to all Committee Members and the Manager.

COMMITTEE SUB COMMITTEES

The Committee recognises that there are times when a sub-committee can act more effectively than can the full Committee. As a general rule, the Committee will establish sub-committees only in response to its own work.

1. The Committee has the authority to establish both standing and ad hoc sub-committees to assist it in its work.
2. The Committee shall establish sub-committee's Terms of Reference, or the Committee may direct subcommittees to draft Terms of Reference for Committee approval. Sub-committee procedures and functions, and the boundaries of their authority, are to be clearly defined.
3. Committee sub-committees are established to assist in the carrying out of the Committee's work.
4. Whilst staff might be involved at the sub-committee level, their role is to advise and assist the sub-committee to do its work.
5. Sub-committees may co-opt outside members from time to time in order to bring additional skills, experience or networks.
6. Sub-committees may not delegate tasks to any staff, unless the Manager has specifically agreed to such delegations.
7. All ad hoc sub-committees shall be automatically disbanded once they have completed their work and have reported to the full Committee.
8. All standing sub-committees shall review their Terms of Reference annually including their membership and the results of their work and so report to the full Committee.
9. Unless explicitly empowered by the full Committee, sub-committees cannot make binding Committee decisions. For the most part the function of sub-committees is to solve problems for, and/or make recommendations to the Committee on which the latter, and only the latter, has the power to make decisions or policy.

COMMITTEE DELEGATION OF AUTHORITY TO MANAGER

The Committee will define delegations to the Manager that make clear the boundaries of prudence and ethics within which the Manager shall work.

1. In accordance with the Writing Reviewing and Maintaining Policies Policy, establish all operational policies essential for the effective management of the organisation, and take all actions necessary to give effect to these policies.
2. Carry out the operational business of the organisation free from interference from the Committee, or individual Committee Members, so long as these actions fall within the boundaries described within the Committee's Strategic Ends policies and Manager's Delegation policies.

3. Carry out their tasks without the necessity to consult with the Committee on matters other than those requiring urgent/immediate action falling outside of current policy and direction.
4. Provide in an advisory capacity the necessary support and information to enable the Committee to develop appropriate policies and determine long-term strategies.

THE COMMITTEE:

1. Will delegate the necessary authority to the Manager and define their responsibilities to enable effective operation of the organisation.
2. Will be available to provide support and guidance to the Manager as this is requested.
3. Can only give instructions to the Manager as a Committee. Individuals or Committee sub-committees cannot issue binding instructions to the Manager, unless authorised to do so by the Committee.
4. Shall authorise a person to act for the Manager wherever necessary.

MANAGER/PRESIDENT RELATIONSHIP

The relationship between the Manager and the Committee President is recognised as critical to effective Committee operation. It enables the Manager to seek policy guidance and support from the Committee between Committee meetings, and at the same time keeps the President informed of various operational matters, so that effective governance can take place. The relationship should be productive, open and consultative.

1. The Committee President shall be the formal link between the Committee and the Manager.
2. There may be both regular formal and informal interaction.
3. Either party can initiate such a meeting.
4. The relationship shall not replace Committee meetings or sub-committee tasks.
5. The President and Manager shall be bound by Committee policy at all times.
6. This relationship shall be an essential informal component in the Manager's performance appraisal, respective of the overall principle that the Committee is concerned with the 'ends' or outcomes of the Manager's work, rather than the means for achieving these.
7. Instructional communications from the Committee to the Manager shall be via the President.
8. The President shall regularly advise the Committee of the agreed outcomes of such meetings.

MANAGER REPORTING TO COMMITTEE

The Manager shall keep the Committee informed of the true and accurate position of the outcomes of programs and services, financial position, significant management issues, and all matters that have real or potential legal considerations for the organisation.

The Manager shall:

1. Submit monitoring data in a timely, accurate and understandable fashion, addressing the various issues to be monitored by the Committee.
2. Inform the Committee of significant trends, implications of Committee decisions, issues arising from policy matters, or changes in the basic assumptions upon which the Committee's strategic ends policies are based.
3. Present information in a clear and concise manner, which assists Committee members' understanding of the issues, contained therein.
4. Keep Committee Members informed when for any reason there is non-compliance with a Committee policy

COMPLAINT MANAGEMENT –

The Management Committee members will follow the services *Dealing with Complaints Policy and Procedure*. The Management Committee will ensure staff, families, visitors or community members are encouraged to follow the *Dealing with Complaints Policy and Procedure* in the event they are notified of a complaint or grievance. Any complaint that alleges a breach of the *National Law and National Regulations*, National Quality Standard or alleges that the health, safety or wellbeing of a child at the Service may have been compromised, must be reported by the approved provider or nominated supervisor to the regulatory authority within 24 hours of the complaint being made.

INSURANCE

Management will ensure that professional indemnity, public liability, contents, worker's compensation and any other necessary insurance is sufficient to cover the needs of the service, in line with State and Commonwealth Legislation.

The Committee of Management is responsible to ensure that the payments of all relevant insurances are made.

Allocations will be made in the budget for all relevant insurances.

This insurance will be paid on time.

SOURCES

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REVIEW

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