

AIDS Housing Action Group

Policy Name: Committee of Management Policy
Policy Number: OP004

1. Purpose

The purpose of this policy is to clarify the roles and responsibilities of the Committee of Management.

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2.1 Committee Membership

In accordance with the Associations Incorporations Act 1981, the Committee of Management is comprised of eight members, each of whom is elected from amongst the membership of the organisation at the annual general meeting in each year. Each member of the Committee shall, subject to the Rules of the Association, hold office until the annual general meeting next after the date of election but is eligible for re-election.

The Committee of Management shall comprise:

- (a) the officers of the Association
 - (i) a President;
 - (ii) a Vice-President;
 - (iii) a Treasurer; and
 - (iv) a Secretary
- (b) a representative of the People Living with HIV/AIDS Victoria Association
- (c) a staff representative; and
- (d) two ordinary members

2.2 Responsibilities of the Committee

The Committee of Management (CoM) is responsible for:

- Ensuring that the organisational mission and values are clearly articulated and understood;
- Ensuring that the mission is translated into organisational goals and plans which guide the work of the Service;
- Ensuring that the annual budget identifies organisational priorities and allocates resources in line with the organisation's goals;
- Establishing policy;
- Appointing the Coordinator and evaluating his/her performance;
- Establishing performance indicators for the appraisal of the Coordinator;
- Establishing Subcommittees, determining their terms of reference, and receiving their reports.

2.3 Responsibilities of Individual Members

Individual Committee members are responsible for:

- Attendance at Committee meetings

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- Participation in discussion and decision making at both Committee and Subcommittee level;
- Ensuring that they are aware of significant issues confronting the organisation;
- Strengthening links between the organisation, the community and other organisations;
- Representing the views of service users in relation to service development;
- Representing the organisation to government, funding bodies and other groups.

2.4 Committee Meetings and Minutes

Committee meetings are held monthly, and are open to members of the public.

Committee Members may ask for meetings to be declared “in camera”, and following a resolution to that effect, the meeting will be closed to members of the public.

The Secretary is responsible for recording the decisions of the Board and maintaining accurate Minutes. The President (or Chair) signs the Minutes at the meeting in which they are confirmed. Members of the public may ask to view the Minutes, and these shall be made available to them by contacting the Coordinator.

2.5 Committee Member Induction

On appointment to the Committee of Management, new Committee members will be provided with an induction/orientation program. The induction will consist of the following elements:

Discussion with President

- Mission/purpose;
- Roles and responsibilities;
- Time commitments;
- Confidentiality
- Pecuniary interest/conflict of interest;
- Membership and function of subcommittees etc.

Discussion with Coordinator

- Finances/funding sources;
- Organisational structure;
- Meeting dates/times;
- Major issues;
- Organisational priorities;
- Inter-agency relationships;
- Protocols and procedures;
- Insurance;

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The Coordinator is responsible for supplying new Committee members with the following documentation:

- Policy and procedure manual;
- Organisational rules;
- Service brochure;
- Annual report;
- Financial statements/current budget;
- Staff list;
- Important phone numbers and email addresses;
- Meeting schedule;
- Minutes of the last 2-3 Committee meetings;

2.6 Attendance at Committee Meetings

The President or Vice-President is expected to attend all Committee meetings, and the Secretary is responsible for taking the minutes. The Secretary is to ensure that staff and Committee members receive adequate feedback on Committee decisions (taking into account issues of confidentiality) via the minutes of the meeting.

The Coordinator will attend Committee meetings as the staff representative. Other staff members may attend Committee meetings. It is the role of Coordinator to:

- Represent staff attitudes and views; and
- Promote good working relationships and the flow of information between the Committee and staff.

The Coordinator participates at the Committee level as do other members, and must follow the same procedures. To raise matters for discussion, the Coordinator must follow established procedures, and lodge agenda items with the Secretary with the required notice. The Coordinator does not have voting rights on any matters. The attendance time is to be regarded as paid time. Where a conflict of interest arises, the Coordinator may be required to absent him/herself from that part of the meeting. Confidentiality must be maintained in relation to matters discussed at Committee meetings. Decisions taken at Committee meetings are made known to staff via the Coordinator.

2.7 Conflict of Interests

2.7.1 Definition

Conflict of interest is defined as any matter in which:

- A Committee Member or his/her immediate family or business interests, stands to gain financially from any business dealings, programs or services of the organisation
- A Committee Member offers a professional service to the organisation

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- A Committee Member stands to gain personally or financially from any knowledge acquired as a result of their membership of the Committee.
- An organisation which employs a Committee Member, or in which a Committee Member has an ongoing involvement stands to gain from any inside knowledge acquired by a Committee Member as a result of their Committee membership.

2.7.2 Conflict of Interest Register

Each Committee Member is required to complete a Conflict of Interest Register on an annual basis. The register will be kept by the Coordinator and may be inspected on request.

2.7.3 Declaration of Conflict of Interest

When the Committee of Management is discussing a matter in which a Committee Member has a conflict of Interest, the Board member must declare that interest and the declaration must be noted in the minutes. The Committee Member must not vote on that matter, but may, with the unanimous agreement of all other members present, participate in discussion. If such agreement is not reached, the Committee Member should refrain from participating in the discussion.

2.7.4 Failure to Declare a Conflict of Interest

Any Committee Member, who is aware of a real or potential Conflict of Interest by another Committee Member, has a responsibility to bring this to the attention of the Committee.

2.8 Re-Imbursements – Committee of Management Expenditure

Committee of Management members are entitled to have reasonable costs reimbursed for out of pocket expenses that are necessary in order for the Committee Member to perform their duties. Reimbursable costs may typically include but are not limited to:

- Interpreter services
- Training and conference costs
- Childcare and carer costs.

Receipts are required is for reimbursement of such expenses.

Authority for reimbursement of individual Committee members expenses is delegated to the President.

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