



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6e	COMMITTEE ROLE AND RESPONSIBILITIES	
Applies to:		Version:
Specific responsibility:		Date approved: 5 Aug 2014

Policy context: This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

POLICY STATEMENT

In accepting their positions, Management Committee members undertake to provide sound governance and effective leadership to the organisation by ensuring that the organisation has:

- Clear strategic directions and achievable plans in line with its purpose and values
- Adequate resources to carry out its work
- Competent personnel
- An effective policy framework to guide its work, implement its plans and meet its obligations
- Adequate internal controls to ensure sound financial management, risk management and legal compliance
- Adequate internal accountability mechanisms to ensure compliance with policies and procedures and to monitor organisational performance.

The Management Committee will be accountable to the membership ensuring that the organisation produces results, remains solvent, and complies with all its legal, financial, and ethical obligations.

The Management Committee will provide direction through policy and oversight for the senior staff who will implement the decisions of the Board.

PROCEDURES

The Management Committee will take responsibility for:

- Ensuring the organisation complies with the objects, purposes, and values of the organisation and with its constitution
- Identifying the strategic priorities for the organisation and approving an organisational plan.

- Approving an annual budget, monitoring financial performance to ensure the solvency and financial health of the organisation
- Identifying the roles and functions of any sub-committees, office bearers or other Management Committee members, the General Manager, other staff, and personnel.
- Recruiting, supervising, and evaluating the performance of the General Manager
- Ensuring delegations of authority are clearly defined and documented
- Approving, monitoring and reviewing a control framework of organisational policies and procedures, systems of financial control and reporting, compliance and incident reporting and performance reporting.
- Ensuring that the organisation complies with all relevant laws, regulations, and regulatory requirements.
- Ensuring the organisation meets all its contractual and statutory obligations
- Managing risk by assessing risks and overseeing a risk management plan or strategy
- Succession planning for the Management Committee and The General Manager
- Reviewing and managing the Management Committee's own effectiveness in performing its role
- Identifying and managing conflicts that may arise within the organisation or between the organisation and other agencies
- Ensuring that the organisation assesses its social, ethical, and environmental impact.

Each Management Committee member upon appointment will:

- Sign an Agreement to Act as a Committee member
- Sign the Code of Ethics and Conduct for Committee members (attached to agreement)

DOCUMENTATION

Documents related to this policy	
Related policies	Committee Duty Statements
Forms, record keeping or other organisational documents	

Policy Name:	Committee Role & Responsibilities	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		