



GOVERNANCE POLICY

INTRODUCTION

Governance in the community sector is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of an organisation.

Committee members take ultimate responsibility for the governance of their organisations. However, governance is not a role for committee and committee members alone. Governance is also concerned with the way committee's work with management and staff, volunteers, service users, members and other stakeholders to ensure the organisation is effectively and properly run and meets the needs for which the organisation was set up.

PURPOSE

Governance Policy is intended to clarify the content of the organisation's constitution by making explicit the underlying principles of governance approved by the organisation.

This policy does not cover legal or ethical issues concerning the role of the committee or its members, which are addressed separately elsewhere.

POLICY

The committee of the Bass Valley Community Group Inc (BVCG) is an elective, representative, and collective body.

- It is **elective**, in that the determination of committee members is the prerogative of members through the election process.
- It is **representative**, in that no member can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the organisation. Whatever the constituency of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
- It is **collective**, in that while each member should put the point of view of their constituency, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken committee members are required to support that decision.

The function of the committee of BVCG is to collectively ensure the delivery of the organisation's objects, to set its strategic direction, and to uphold its values. The committee should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

Relationship with Management

The committee should focus on the strategic direction and the core policies of the organisation, and avoid becoming involved in day-to-day operational decisions. Where individual committee members do need to become involved in operational matters, they should separate their strategic role (where they operate independently of any direction) from their operational role (where they act at the direction of management).

Authorised by: Bass Valley Community Group Incorporated

President: _____

Date _____

Date of Policy December 2017

Date of Next Review December 2020



GOVERNANCE PROCEDURES

RESPONSIBILITIES

It shall be the responsibility of the committee to establish and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting.

It shall be the responsibility of the committee to clearly define and delegate the functions of sub-committees, officers, the Centre Manager, and other staff and agents.

It shall be the responsibility of the Centre Manager to address key management and operational issues within the direction and the policies laid down by the committee, including

1. Developing and implementing organisational strategies and making recommendations to the committee on significant strategic initiatives;
2. Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff;
3. Developing the annual budget and managing day-to-day operations within the budget;
4. Maintaining an effective risk management framework;
5. Keeping the committee and regulators informed about any developments with a material impact on the organisation's performance; and
6. Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

PROCEDURES

Internal controls

The Committee should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures. (ie the End of Year accountant's report).

Managing risk

The Committee should undertake a full risk assessment (either periodically or on a rolling basis) and take appropriate steps to manage the organisation's exposure to significant risks. The committee must regularly review the risks to which the organisation is subject, and take action to mitigate risks identified.

Committee review

The Committee should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.



BASS VALLEY COMMUNITY GROUP INCORPORATED

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