**(CoM) GOVERNANCE POLICY**

## PURPOSE

The Governance Policy implements a framework for the exercise of authority and control of Insert org name. in order to ensure its purpose is achieved and to comply with the legislative and regulatory requirements for the operation of not for profit organisations.

The primary purpose of this policy and associated procedures is to:

* define the roles and responsibilities of its committee of governance, officers and associated committees
* outline insert org name organisational structure and the framework in which decisions are made
* ensure compliance with legislative and regulatory requirements for the operation of all aspects of insert org name activities
* ensure compliance with the documented policies of insert org name.

**SCOPE**

The policy covers the areas of:

* Conflict of Interest
* Committee of Management (CoM) structure and responsibilities
* Roles of the officers of the Committee of Management
* Roles and structure of additional Committees
* Areas of responsibility delegated to Manager/Coordinator.

This Policy applies to all members of the Committee of Management, Manager/Coordinator and staff (from time to time).

POLICY STATEMENT

Insert org name is committed to ensuring that the Centre maintains a level of governance in line with the expectations of staff, students, volunteers and relevant government agencies.

**PROCEDURES**

**Conflict of Interest**

Appropriate systems and controls are in place to ensure insert org name operates at all times with accountability and transparency, and meets its legal, regulatory and funding obligations. These include:

* A Conflict of Interest declaration process for committee members and staff
* Appropriate segregation of duties in relation to high risk processes such as financial processes, management of government funds. This is achieved by having rigorous quality assurance systems and more than one staff member involved in each of these processes. The roles and responsibilities of each staff member involved in such processes are clearly defined
* The Manager/Coordinator is responsible for ensuring appropriate segregation of duties.

Governance

* The Committee of Management has a maximum of 10 Members. At the insert org name AGM; office bearers are elected from the members for the upcoming year. These are a President/Chair, Vice President/Chair, Secretary and Treasurer who must meet the requirements outlined in insert org name Rules of Association
* The Committee meets once a month and receives financial and Manager/Coordinator reports for acceptance. The Committee considers adjustments to the strategic plan and financial planning and complaints/suggestions received by the Committee
* a Policy Review Committee (PRC) of (how many?) members develops and approves policies required for the operation of the Centre/House, which are then endorsed by the Committee of Management. An approved Committee Terms of Reference defines the scope, membership and meeting rules
* The Manager/Coordinator oversees all financial and operational aspect of the Centre/House. (see organisational chart plus description of governance procedures carried out).

RELATED DOCUMENTS

* Bullying, Harassment and Discrimination Policy
* Child Safety Policy
* Code of Conduct Policy
* Delegation of Authority Policy
* Organisational Chart
* Policy and Procedures Policy
* Protected Disclosure Policy
* Rules of Association
* ACNC Governance Standards

**LEGISLATIVE FRAMEWORK**

* Privacy Act 1988 (C’wth)
* The Spam Act 2003 (C’wth)
* Occupational Health and Safety Act 2004 (Vic)

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| --- | --- | --- | --- |
| Policy/Procedure name | Governance Policy  | Version | 1 |
| Policy number | Insert Policy number | Date developed | Insert date |
| Drafted by  | Manager/Coordinator/Chair | Approved by CoM | Insert month/year |
| Responsible person | Committee President/Chair | Scheduled review date | Insert month/year |
| Policy Area | Governance |

Signed:……………………………………………. Date:……./……/……….

Name:……………………………………………….

*(please print)*