



Secretary

OVERVIEW

Board members are elected to manage the affairs of Aldinga Community Centre.

Governance is the system by which our Board ensures that the Centre's responsibilities are met. Governance focuses on the organisation's broad issues of organisational purpose and forms the overarching framework for running the Centre.

The two main components of governance are

Performance The performance of Aldinga Community Centre determines whether it is meeting the purpose for which it was formed.

Compliance Aldinga Community Centre is accountable to its community and funding bodies, and must comply with legislative obligations including taxation, work-cover, insurance and the meeting of contractual and service obligations.

What the Board does is governance, what the staff do is management. The functions are separate and different but they operate as a partnership. At Aldinga Community Centre, we have an organisational chart, clear position descriptions and Delegated Authorities to prevent confusion about roles and responsibilities that have the potential to lead to conflict and low morale.

It is the role of the Board to govern the affairs and activities of the organisation, ie direct and monitor the financial and operational performance – *what the organisation is*.

It is the role of the staff to manage the organisation, including the day-to-day operation of the service/s through implementation of the Board endorsed strategic plan and policy framework – *what the organisation does*.

Management is responsible for implementing the directions determined by the Board, within the vision, purpose, values, policy context and budget determined by the Board.

Governing an organisation is a team operation. Effective governance relies on all Board members having enough current information to confidently carry out responsibilities and make good routine and strategic decisions.

As a member of our Board you share the following governance responsibilities with fellow Board members

To meet accountabilities, the roles of the Board include

- Developing/approving the vision, purpose and values of the organisation
- Developing/approving a sound framework of organisational policies and procedures
- Approving/developing a strategic and business plan
- Developing a risk management plan and ensuring it is implemented
- Financial management including developing/approving the budget
- Ensuring legal requirements are met
- Ensuring quality of services
- Ensuring there are adequate funds and resources for the organisation
- Ensuring the Board is functioning well, reviewing the work of the Board and planning for the succession and orientation of Board members

SECRETARY

- Be familiar with the constitution of our organisation and know correct meeting procedure
- Keep close contact with the Chairperson and other office bearers
- Ensure that meetings are called according to Aldinga Community Centre Constitution
- Attend meetings regularly
- Assist the Chairperson with running meetings
- Record and write up minutes for each meeting
- Keep appropriate records in a safe place: Copy of the Constitution, Board Meeting minutes, Policy manual, Correspondence file, Reports file (Chair, Finance, AGM, CDO, Subcommittees)
- Compile an Annual Report in collaboration with the Chairperson
- Keep a 12-month working file on jobs or other matters which will arise any particular month, as a reminder of items for each monthly agenda
- Be able to delegate

Before each meeting

- Organise the meeting - provide information about the meeting to the Chairperson and other members, and make any necessary arrangements
- Prepare the agenda, with assistance from the Chairperson. Ensure that the agenda, minutes of previous meeting and any attachments are distributed at least 5 days prior to the meeting
- Send out notices of meeting before the meeting as required by the Constitution
- Discuss with the Chairperson any important items, actions or decisions to be dealt with at the meeting
- Make sure all documents needed for the meeting are available, and arranged in order so that they follow the agenda
- Prepare a list of all in and out correspondence and note the items that require discussion or decision

At each meeting

- Arrive at the meeting ahead of time
- Make sure the room is set up for the meeting
- Ensure that everyone has a copy of the agenda and previous minutes
- Make a note of those present
- Read apologies
- Check a quorum is present before any Board business is done
- Note any new business brought up by those present to be added to the agenda
- Take notes during the meeting – summarise discussion, record recommendations and decisions made
- Act as the Chairperson's "right hand" - provide any information required by the Chairperson
- Know what is in the Constitution

After each meeting

- Record and circulate the minutes within one week after the meeting
- File the minutes, financial reports, sub-committee reports, other attachments in the minutes folder
- Write any letters and answer any correspondence as directed by the Board
- Keep copies of all out correspondence
- Deal with any other tasks assigned at the meeting
- Inform the Administration Coordinator of any new decisions or changes of policy for recording in the policy manual