

Management Committee – Roles and Responsibilities

All Management Committees have an important role to play in any organisation.

As a member of a Management Committee, you share the following responsibilities with all Committee members:

1. Planning – establishing and reviewing strategic and operational plans.
2. Policy and decision making – establishing policies/procedures and record decisions and actions on matters concerning the organisation.
3. Management – making sure everyone does their job, that the organisation is properly administered, and that the Committee is actively involved in the activities of the group.
4. Legal – ensuring the organisation is incorporated, keeps proper records, and complies with any relevant legislation and the organisation's constitution
5. Financial – ensuring that all finances are properly managed, that records are audited annually and that accountability requirements of funding providers are fulfilled
6. Evaluation – monitoring all activities by the organisation with feedback contributing to the continuous improvement in governance and service delivery.

As a member of the Management Committee, you should:

- act honestly and in good faith
- ensure the organisation carries out activities in accordance with its intended purpose
- act in the best interests of the organisation
- exercise powers for their proper use
- respect privacy and confidentiality of information obtained in the course of the operation of the organisation
- disclose potential conflicts as they arise and remove yourself from that particular discussion or decisions.
- adhere to the organisation's *Code of Conduct*.

Each member of the Management Committee will have specific tasks identified for them. The main roles of Executive Management Committee members include:

President/Chairperson

- acts as a spokesperson for the organisation
- ensures the Management Committee provides leadership for the organisation, including fulfilling accountability requirements, e.g. service agreements, funding requirements, etc
- stays in touch with other Management Committee members
- is familiar with the constitution, key aspects of service delivery, strategic and operational plans of the organisation
- monitors and reviews organisational progress
- maintains an effective working relationship with the Manager, other staff and other organisations
- represents the organisation at significant community events
- maintains an effective relationship with the community
- chairs Management Committee meetings and acts the final decision maker when voting is tied
- ensures meetings of the Management Committee are held and develops the Management Committee meeting agenda with the Manager Secretary
- prepares and presents monthly reports and an annual report for the Management Committee.

Secretary

- prepares and distributes to all Committee members, copies of agenda, reports and minutes of Committee meetings
- Is familiar with the organisation's constitution and applies correct meeting procedures
- assists the President/Chairperson to prepare and collate monthly agenda
- takes notes of key issues, discussion points and decisions, prepares accurate minutes and distributes to Management Committee members on a timely basis
- maintains a Members' Register
- maintains a file of all signed, original copies of *Minutes of Meeting*
- keeps appropriate records in a safe place

- writes any letters or correspondence as directed by the Management Committee.

Treasurer

- is responsible for handling the finances of the organisation
- ensures true and accurate financial records
- ensures receipts are written for all money received and that monies are banked promptly
- ensures all accounts and payroll deductions (e.g. tax, superannuation) are checked, authorised and paid prior to their due date
- ensures all cheques are signed in accordance with organisational approved authorities
- keeps Management Committee regularly informed (monthly) of the organisation's financial position
- ensures that the financial records are ready for the annual audit and prepare draft financial statement for audit
- prepares and presents Treasurers' Report, Auditors' Report and audited financial statements to Annual General Meeting.

Committee members

- support Executive Committee members by participating actively and constructively in Committee meetings
- participate in discussions and decisions of the Management Committee
- support all decisions outside the Committee meetings
- volunteer to support organisational activities as time allows
- keep in touch with the staff, other Committee members and community
- contribute to strategic/operational planning processes and monitor performance
- ensure any tasks assigned are completed within designated timeframes
- take part in induction and training sessions as required
- represent the organisation at significant community events.

Additionally a management committee can be a group of individuals appointed to undertake a particular task, there may not be an assigned budget or that role is assigned to the finance team and therefore no treasurer and possibly secretary roles may be required.

It is always wise to assign a role of Chairman even for the role of just keeping the meetings on track.