

ROLE OF THE MANAGEMENT COMMITTEE

Policy

Management Committee Role Acceptance

The members of the Management Committee accept that the Association's Constitution gives them legitimate authority to act on behalf of the members in determining and demanding appropriate organisational performance. The Management Committee acknowledges that effective performance requires a shared understanding of the role of the Management Committee, and a shared vision for the future of the Association.

In accepting the nomination as a member of the Management Committee, each member also accepts and acknowledges a personal responsibility to ensure they are familiar with the Association's Constitutional Objects; stated Mission and Values; Strategic Plan; Governance Policies and Delegations of Authority.

Separation of Constitutional Powers

The Management Committee of MCCGC has determined that its role will be one of governance, establishing and endorsing the policy frameworks and strategic direction for the Association, and monitoring legislative and regulatory compliance. The Committee provides strategic rather than operational leadership, and has established a clear distinction between the roles of the Management Committee and MCCGC Executive Manager.

All operational management responsibilities have been delegated to the MCCGC Executive Manager, in accordance with the Executive Managers Position Description.

The Management Committee's sole connection with program operations of MCCGC, its achievements and its conduct will through the MCCGC Executive Manager.

Constitutional Responsibilities

The separation of powers notwithstanding, the Management Committee members accepts that the Association's Constitution gives to them the legitimate authority and responsibilities for ensuring all legal, fiduciary and constitutional requirements are met. These responsibilities are specified in the MCCGC Constitution and this manual.

Unity of Control

Only decisions of the Management Committee acting as a whole are binding on the MCCGC Executive Manager. Therefore, decisions or instructions of individual Management Committee members are not binding on the MCCGC Executive Manager except in the rare circumstance when the Management Committee has specifically delegated such authority.

In the case of Management Committee members or sub-committees requesting information or assistance from staff members without full Management Committee authorisation, the MCCGC Executive Manager may refuse such requests that require a material amount of staff time or financial resources, or are disruptive to responsible operational management.

Representation of Members Interests

It is the role of the Management Committee to act in trusteeship for the Multicultural Communities Council Gold Coast Inc.'s members. The Management Committee will at all times recognise the trust place in it by the members and their requirements and expectations of the Management Committee.

This will be demonstrated through their attitudes expressed as appropriate behaviours and loyalty to the membership; by remaining informed about the concerns of the membership; and by reporting to the members at each General Meeting on the performance and achievements of MCCGC.

Management Committee Code of Ethics

As a demonstration of good faith and personal commitment, each member of the Management Committee will be required to sign an MCCGC Management Committee Code of Ethics and agree to abide by its principles.

Management Committee Terms of Reference

Each member of the Association elected to a position on the Management Committee has a specific role to play in governing MCCGC and furthering its objects.

The Management Committee Terms of Reference include role clarifications and expectations, and are accepted as an integral component of this policy.

The responsibilities of the Committee are:

Legal Responsibilities

Make sure that:

Multicultural Communities Council Gold Coast Inc. operates in line with the:
constitution

the Associations Incorporation Act

Various funding bodies

The Management Committee is answerable to the funding bodies of our auspiced programs for compliance with all the terms specified in the Service Agreements, and for meeting relevant industry standards. Whilst authority for program management has been delegated to the MCCGC Executive/Assistant Manager, the members of the Management Committee accept that they cannot delegate their accountability for ensuring ultimate compliance with Service Agreements.

the service has adequate insurance cover;

the service operates within relevant Federal, State and Local Government laws and regulations.

The Management Committee also accepts they are accountable to various legal bodies, including the Australian Taxation Office and Office of Fair Trading, and have a legal obligation to ensure employees work in a safe environment.

Legal responsibilities include ensuring that MCCGC operates within its constitutional rules; that appropriate insurance is held for management of risk; and that all legislative and regulatory requirements for Occupational Health and Safety, Fire Safety, Anti-discrimination, Equal Employment Opportunity, and Industrial Relations are met.

Policy and Planning

Make sure that:

- Multicultural Communities Council Gold Coast Inc. has clear goals;
- plans are developed and evaluated on an annual basis;
- high quality and effective services are delivered to clients;
- this Policy Manual is kept up-to-date and is put into practice.

Financial

Make sure that:

Multicultural Communities Council Gold Coast Inc. has an approved budget for the year, and that expenditure is within the budget;

ensure that Multicultural Communities Council Gold Coast Inc. has sufficient income to meet the budget requirements;

the conditions of the Funding Agreements are followed;

funds are properly accounted for and that an audit is completed every year.

It is the responsibility of the Committee to ensure all payments out of the Association's funds are correctly made and properly authorised. Responsibility has been delegated to the MCCGC Executive Manager to approve payment of all accounts within approved budget allocations. Expenditure for items outside the approved budget is required to be approved by the Committee. The Annual Budget is to be presented by the MCCGC Executive Manager/ Financial Controller and endorsed by the Management Committee prior to its implementation.

Operational

The MCCGC Management Committee members have elected to separate the complementary but distinct roles of governance and management, and to delegate authority to the MCCGC Executive Manager for all operational management issues. The Committee has established, through the MCCGC Delegation of Authority Document, the reporting accountabilities and frameworks for operational management of the Association's activities and programs.

Make sure through the Executive Manager and using these policies

Ensure that the day to day and long term activities of Multicultural Communities Council Gold Coast Inc. are consistent with the objectives and mission, vision and values of the organisation.

Ensure that all activities are carried out efficiently and with due regard to managing risks associated with those activities.

Ensure review and evaluation of the annual strategic plan and levels of achievement against strategic goals.

Ensure that activities are carried out within the financial and human resource budgets of the organisation.

Staff

Make sure through the Assistant Manager and using these policies

Ensure the recruitment of the best possible staff.

The Management Committee is responsible for the recruitment, selection and appointment of the MCCGC Executive /Assistant Manager of MCCGC.

The Management Committee has delegated authority to the MCCGC Executive /Assistant Manager for recruiting and selecting staff, and for all human resource management and industrial issues.

Ensure staff are provided with support, direction and supervision through the organisational chart.

The Management Committee will nominate two of its membership to conduct an annual review of the MCCGC Executive Manager's performance, assessed against the endorsed position description; attainment of the MCCGC strategic goals; and the integrity of budget/fiscal management, in accordance with the Governance Fiscal Management Clause and Performance Monitoring Clause requirements of the MCCGC Delegations Policy.

The Management Committee maintains a role in arbitration of any unresolved staff disputes or conflicts, and will call in third parties to assist in dispute resolution when they so determine.

Other Committee Responsibilities

Make sure that

- Multicultural Communities Council Gold Coast Inc. has a strong membership and community support and is remains a strong and viable organisation.
- Represent MCCGC appropriately

Specific Committee responsibilities determined by role within Committee

President

The President or if absent, the Vice President shall act as Chairman of the Multicultural Communities Council Gold Coast Inc. Management Committee.

Together with other members of the Management Committee, the President/Chairman is responsible for:

- meeting the requirements specified in the constitution and the Associations Incorporation Act 1981;
- managing any services provided, including the management of staff;
- meeting any requirements of funding agreements;
- making sure that membership and community support of Multicultural Communities Council Gold Coast Inc. are maintained;
- making sure that the policies and procedures as set down in the Multicultural Communities Council Gold Coast Inc. Policy and Procedures Manual are followed.
- ensuring regular Management Committee meetings are held;
- encouraging other Management Committee members to attend meetings;
- drawing up an agenda for the meetings with the assistance of the Secretary and/or the Coordinator of the service;
- prioritising agenda items and if necessary setting time limits;
- leading the meeting through the agenda, keeping discussion relevant and decision making clear and encouraging broad participation;
- signing the minutes after they have been confirmed as an accurate record of the previous meeting;
- making sure meetings are run in accordance with the constitution;
- acting as a spokesperson for Multicultural Communities Council Gold Coast Inc.;
- staying in touch with day-to-day happenings in the service through the Manager.

Attendance at Meetings

The President / Chairman should attend all scheduled and extraordinary Management Committee meetings.

If unable to attend a meeting he/she should give the maximum notice possible.

Resignation of the President

In the event that the President resigns, one month's notice in writing is required and the retiring President will make every effort to find a replacement person for the Management Committee.

Expulsion of the President

The President can be expelled from the Management Committee in accordance with the guidelines set down in the constitution, for missing three meetings in a row without providing acceptable reasons.

Treasurer

The Treasurer of MCCGC must ensure that the following occurs:

- (a) The collection and receipt all monies due to the MCCGC and make all payments authorised by the MCCGC ; and
- (b) correct accounts and books are kept showing the financial affairs of the MCCGC with full details of all receipts and expenditure connected with the activities of the MCCGC.
- (c) All payments made are to be authorised by two (2) signatories appointed by the Committee with at least one (1) signatory member being the Treasurer or President or Secretary. The Treasurer has responsibility along with other members of the Management Committee for:
 - meeting the requirements specified in the constitution and the Associations Incorporation Act 1981;
 - managing any services provided, including the management of staff;
 - meeting any requirements of funding agreements;
 - ensuring that membership and community support of Multicultural Communities Council Gold Coast Inc. are maintained;
 - ensuring that the policies and procedures as set down in the Multicultural Communities Council Gold Coast Inc. Policy and Procedures Manual are followed.
 - ensuring that proper books of account are properly maintained and kept safe;
 - ensuring monthly and quarterly financial reports are produced, and present these at monthly Management Committee meetings;
 - ensuring the financial requirements of funding bodies are met;
 - ensuring the Management Committee members understand the financial reports;
 - ensuring an audit of the books is prepared each year and that the accounts of the Association, showing the financial position at the end of the preceding financial year, is submitted to members at the Annual General Meeting;
 - ensuring funds are not being mismanaged.

Attendance at Meetings

The Treasurer should attend all scheduled and extraordinary Management Committee meetings, and if unable to attend a meeting give the maximum notice possible.

Resignation of the Treasurer

In the event of resignation of the Treasurer, one month's notice in writing must be given and the retiring Treasurer will make every effort to find a replacement person for the Management Committee.

Expulsion of the Member

The Treasurer can be expelled from the Management Committee as guided by the Constitution, for missing three meetings in a row without providing acceptable reasons.

Secretary

The Secretary observes the Model Rules, keeps record of Committee meetings and corresponds on behalf of the Committee. The Secretary, in association with the President, shall call meetings and distribute agendas. Minutes must be presented in a typed format, and distributed to Committee members no later than fourteen (14) days following the minuted meeting.

The Secretary has responsibility, with other members of the Management Committee, for:

- meeting the requirements specified in the Constitution and the Associations Incorporation Act 1981;
 - meeting any requirements of funding agreements;
 - making sure that membership and community support of Multicultural Communities Council Gold Coast Inc. are maintained;
 - taking accurate minutes of all meetings and making sure these are properly filed;
 - compiling a correspondence list including letters received and sent, and bring to the attention of the meeting any correspondence that requires immediate attention;
 - making sure that correspondence is properly filed and up-to-date and is available for any member to examine;
 - making sure that copies of the minutes are distributed to Committee members before the next meeting;
- maintaining a Register of members and Management Committee Members. See the Section on the Constitution for copies of the Register forms;
- maintaining the Management Committee orientation kit and provide a copy to all new Committee members on appointment;
 - making sure the Policy and Procedures Manual is kept up-to-date and is followed.

Attendance at Meetings

The Secretary should attend all scheduled and extraordinary Management Committee meetings, and if unable to attend a meeting, give the maximum notice possible.

Resignation of the Secretary

In the event of a resignation, one month's notice in writing must be given and the retiring Secretary will make every effort to find a replacement person for the Management Committee.

Expulsion of the Member

The Secretary can be expelled from the Management Committee as guided by the constitution, for missing three meetings in a row without providing acceptable reasons.

Management Committee Members

Management Committee Members, along with other members of the Management Committee have responsibility for:

- meeting the requirements specified in the constitution and the Associations Incorporation Act 1981;
- managing any services provided, including the management of staff;
- meeting any requirements of funding agreements;
- making sure that membership and community support of Multicultural Communities Council Gold Coast Inc. are maintained;
- making sure that the policies and procedures as set down in the Multicultural Communities Council Gold Coast Inc. Policy and Procedures Manual are followed.
- assisting the Chairperson, Secretary, Treasurer in undertaking their duties;
- acting as a spokesperson when requested by the Committee;
- managing and supporting staff when requested by the Committee;
- being a member of and/or chairing sub-committees/task groups as required;
- signing letters or documents on behalf of the Association as required;
- doing any other tasks which may arise.

Attendance at Meetings

Committee Members should attend all scheduled and extraordinary Management Committee meetings, and if unable to attend a meeting, give the maximum notice possible. Any committee member may utilise any form of technology deemed fit by the Committee to participate in meetings

Resignation of Member

In the event of a resignation, one month's notice in writing should be given, and the retiring member will make every effort to find a replacement person for the Management Committee.

Expulsion of Member

Committee Members may be expelled from the Management Committee as guided by the constitution, for missing three meetings in a row without providing acceptable reasons