



Committee of Governance Charter

Approved/effective date	Sunday 2 nd October 2022 – Majority Vote
Due for review	No More than one month preceding the AGM

1. Purpose of Charter

The Committee Charter sets out the role, composition and responsibilities of the Committee of Governance of Goonawarra Neighbourhood House, In line with the approved constitution for Goonawarra Neighbourhood House Inc. All Committee members are provided with a copy of the constitution, which can be found on the organisation's website.

Several operational matters relating to the Committee, such as the number of meetings per year, notification of interests, and election of Committee members, are governed by the Constitution and approved policies and are not reproduced here.

2. Purpose of the Committee

The Committee has three guiding purposes, compliance, financial oversight and operational performance:

Compliance

Conform with or exceed all legal requirements set out in state or Commonwealth legislation. These laws cover many aspects of the house, from Charity regulations to workplace safety and the protection and well-being of children.

- Ensure the committee and the organisation abide by the rules set out in the constitution.
- Comply with committee members' responsibilities as outlined in the committee position descriptions. Positions such as the Chairperson and Secretary must satisfy separate legal obligations.
- Comply with laws and local council regulations
- Comply with insurance requirements
- Comply with Australian Not-For-Profit Commission standards

Performance

Assist the organisation in performing to its best potential, monitoring operational compliance and performance of Goonawarra NH for the benefit of our community.

Strategy and policy

- Ensure that community development principles and approaches are embedded in all aspects of the organisation's planning, evaluation and operations.
- Approve the organisation's Vision and mission statements and ensure these are reflected in the organisation's operations.
- Develop and support the strategic plan to guide the organisation's future
- Approve policies to ensure compliance with relevant laws and standards and monitor regularly

Accountability

- Monitor the organisation's overall performance in conjunction with the organisation's House Manager.
- Conduct yearly committee evaluations and succession planning
- Report outcomes to stakeholders through the organisation's annual report
- Directly manage the organisation's House Manager

Public Relations

- Represent and participate in community events that positively promote the organisation.
- Keep stakeholders informed through community links and partnerships
- Project a strong and positive image
- Promote the organisation's vision and mission
- Facilitate organisational cohesion
- Protect the interests of internal and external stakeholders
- Speak with one voice regarding committee decisions. Internal committee deliberations are never made public.

Risk management

- Ensure up-to-date and effective risk profile and management strategy for the organisation and its programs.
- Monitor critical risks to the organisation.
- While meeting its responsibilities, the Committee is mindful of the organisation's mission and objectives as embodied in its Constitution.

Financial Oversight

- Approve the organisation's yearly budget, ensuring it is prudent and serves the needs of our community.
- Monitor spending against the approved budget.
- Report on the financial performance of the organisation at the Annual General Meeting
- Ensure effective policies are in place to comply with workplace laws regarding the remuneration of employees.
- Ensure adequate financial controls are in place to protect the organisation, staff, and members.
- Not allow the organisation to trade while insolvent

3. Roles and Responsibilities

The Committee has delegated authority for the operations and administration of the organisation to the House Manager. These authorities are outlined in the delegation's schedule and are not reproduced here.

The functions of the Committee of Governance are to:

- Provide effective leadership and collaborate with the House Manager in the:
 - Articulating the organisation's values, vision, mission and strategies
 - Developing strategic plans and ordering strategic priorities
 - Maintaining open lines of communication and circulating the values, vision, mission, and strategies through the organisation and with external stakeholders.
 - Developing and maintaining an organisational structure to support the achievement of agreed strategic objectives
- Monitor the performance of the Manager against agreed performance indicators.
- Monitor the achievement of the strategic and business plans and annual budget outcomes.
- Establish sub-committees such as policies and procedures or fundraising to facilitate the more effective discharge of the Committee's roles and responsibilities.
- Initiate a committee self-evaluation program and follow-up actions to deal with issues arising.
- Arrange for committee members to attend professional development sessions to strengthen the committee and organisation.
- Ensure that all significant systems and procedures are in place for the organisation to run effectively and efficiently and meet all legal and contractual requirements.
- Ensure that all significant risks are adequately considered and accounted for by the House Manager.
- Ensure that the organisation has appropriate corporate governance structures, including standards of ethical behaviour and promoting a corporate and social responsibility culture.

The Committee has no operational involvement in the conduct of the organisation's business activities and delivery of services unless invited by the House Manager or if the Committee believes the organisation or its staff are at significant risk.

The role of the Committee is generally confined to setting and reviewing the policy, monitoring performance and governance oversight.

4. Membership of the Committee

- No Committee member can be an employee of the organisation.
- Should a committee member become an organisation employee, they shall resign their position.
- The House Manager attends committee meetings in an ex officio capacity.
- Committee members must declare any conflict of interest, including any business or other relationship that could reasonably be perceived to materially interfere with their ability to act in the organisation's best interests.
- Membership of the Committee shall be disclosed in the annual report.
- Members of the Committee agree to conduct themselves in line with the Australian Not-For-Profit Commission governance standards for committee members as agreed to in the Committee nomination form.
- Additional membership requirements are outlined in the organisation's constitution and nomination form.

5. Committee and House Manager Relationship

- The Chairperson and House Manager roles are separate; however, these two positions work concurrently to achieve the organisation's vision.
- The Manager shall be issued a delegation schedule.
- The committee shall review the delegation schedule following each Annual General Meeting.

6. Committee Culture

The Committee actively seeks a positive and engaged culture of openness and a willingness to challenge.

Expectations

- Committee members agree to follow their position descriptions as provided.
- Committee members are honest yet constructive.
- Committee members are respectful and collegial towards one another.
- Committee members are ready to ask questions grounded in evidence statements and willing to challenge leadership.
- Committee members actively seek out other members' views and contributions.
- Committee members will always act positively towards each other and the organisation.
- Committee members spend appropriate time on important issues.
- Committee members are accountable for completing role-specific tasks as directed by the Committee in a timely manner.

Values

- The Committee serves the community by actively participating in governance.
- The Committee is responsible for maintaining the organisation's stature in the community.
- Committee members respect each other.

- Committee members actively contribute to the organisation.

7. Review of Charter

- The Committee will review this charter annually to ensure it remains consistent with the Committee's objectives and responsibilities.

8. Publication of the Charter

- The charter shall be available publicly.