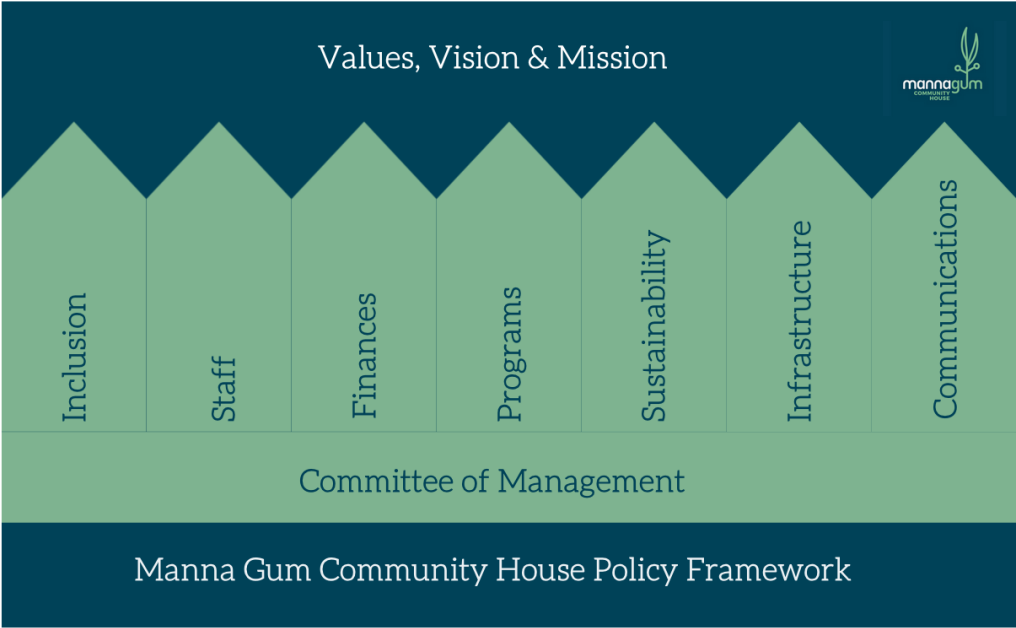
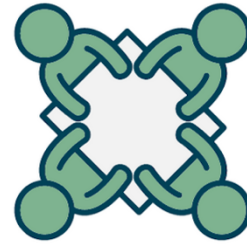


The Manna Gum Committee of Management Policy and Terms of reference overleaf are one of the MGCH Policy Framework approved December 2022:



Manna Gum Community House



Committee of Management policy

Policy Statement

We are committed to attracting and supporting dedicated and diverse Committee of Management members who have a suitable mix of complementary skills. We hold the Committee of Management to account for exercising due care, skill, diligence and honesty in the best interests of Manna Gum Community House and the Corner Inlet community.

Why we have this policy

We have this policy to make sure all Committee of Management members fully understand and implement the legal governance duties and strategic leadership role of a not for profit Neighborhood House governing body.

The policy identifies the supporting documents the Committee of Management requires to be developed, implemented, regularly reviewed and reported on, in order to support it to meet all legal requirements, and its leadership and strategic goals.

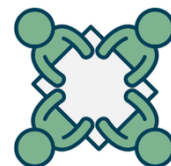
Required procedures, plans and guidelines

Plans & Guidelines	Procedures
Three yearly strategic plan Annual budget and business plan Insurance plan and register Risk management plan Policy framework and matching policies Committee of Management Terms of Reference Committee of Management Evaluation plan	Manna Gum Community House Governance Timeline (annual)

Date approved: _____ Minutes item: _____ Review date: _____

Signed: _____
President Manna Gum Community House

Committee of Management Policy Schedule 1



Plans & Guidelines	Date to be Completed	Date to be Reviewed
Strategic Plan 2023-2026	February 2023	November 2026
Annual Operational plan	March 2023	November/December 2023
CoM Terms of Reference	Approved Dec 2022	December 2023
CoM Evaluation plan	May 2023	May 2024
Insurance plan and register	April 2023	April 2024
Risk management plan	June 2023	June 2024
Policy framework	Approved Dec 2022	Dec 2025
Policy suite	One policy per CoM meeting in 2023. All completed and approved by December 2023	Dec 2025

Procedures	Date to be Completed	Date to be Reviewed
Manna Gum Community House Governance Timeline	Approved December 2022	December 2023

Committee of Management Terms of Reference



Purpose:

The purpose of the Manna Gum Community House (MGCH) Committee of Management (CoM) is to:

1. Audit and monitor compliance with all legal and accountability requirements
2. Assist MGCH to perform to its best potential
3. Ensure MGCH earns and keeps a reputation as a Neighbourhood house exemplar

Responsibilities:

To meet the purpose, the CoM has the following responsibilities:

Legalities:

- Monitor constitution
- Monitor compliance with laws
- Monitor insurance requirements

Accountability:

- Audit and monitor financials and business plan
- Monitor overall performance of MGCH
- Protect the interests of stakeholders
- Report transparently to stakeholders
- Support MGCH Manager
- Conduct annual performance reviews for all 'contracted' staff

Strategy and policy:

- Ensure community development is the foundation of all programs and activities
- Approve vision/mission/values and monitor their application
- Approve and monitor achievement of three year strategic plan
- Ensure and monitor organisation structure and resources are adequate to achieve strategic goals
- Develop, monitor and review organisational policies

Public relations:

- Represent MGCH and stakeholders, and participate in community forums
- Speak with one voice regarding CoM decisions
- Project a positive image of MGCH

Risk management:

- Ensure up to date risk profile and management strategy in place
- Ensure adequate systems and resources are in place to meet legal, regulatory and contractual requirements

- | | |
|--|---|
| Communication: | <ul style="list-style-type: none">• maintaining open lines of communication and circulating through the organisation and with external stakeholders the values, vision, mission and strategies |
| CoM operations and culture: | <ul style="list-style-type: none">• Ensure ethical CoM member behaviour• Ensure succession planning and appropriate mix of skills at any one time• Establish and monitor sub-committees as necessary• Develop, implement and monitor CoM self-evaluation plan |
| CoM and manager and staff relationship | <ul style="list-style-type: none">• Work constructively and supportively with the manager and all staff, however the manager is formally liaised with through the President. CoM members, including the President, cannot direct or ask staff to undertake tasks as that is the remit of the Manager. |

Note: The Committee of Management is not responsible for:

- Day to day operations of business, programs, and services
- Managing staff on a day to day basis, including the Manager

Membership and term

The CoM is comprised of up to 10 committee members including office bearers. All positions are declared vacant at each annual general meeting.

Office bearer positions:

- President
- Secretary
- Meeting Secretary (optional)
- Treasurer

CoM culture

Committee members have legal responsibilities and commitments and are held accountable for meeting minimum requirements which include:

- Ensuring their behaviour, decision-making and actions are at all times ethical and legal
- Holding all CoM members to high standards of ethical behaviour, decision-making an action taking.
- Asking questions and raising concerns to hold office bearers, other committee members and staff, to account
- Contributing to the positive image and reputation of MGCH earned in part through exemplary governance
- Contributing constructively to a collaborative, engaging, dedicated CoM culture
- Regular attendance at, and participation in, CoM regular meetings, planning workshops and the AGM
- Reading the agenda, reports and attachments before meetings

- Insisting on transparency, inclusion, and or improved performance in keeping with the Constitution, this Charter, the Charter of Rights, the current Strategy Plan and contractual obligations.

CoM Key Dates and arrangements

Key dates:

- See annual schedule attached
- Regular Meetings held 3rd Monday per month except January when there is no CoM meeting
- AGM: 1st or 2nd Monday in November 4pm
- Annual Business plan workshop: November/December
- Strategy Plan Review: culminating every third November

Regular meeting arrangements:

- Hybrid meetings in person at MGCH in Foster and via zoom
- A member who is absent can appoint a proxy in writing (email, text) to the Chair prior to the start of the meeting.
- 4.00-5.30pm:
 - 4.00-4.45 pm business
 - 5.00-5.30 is reserved for focussing on a strategic topic, the schedule of which is determined at the December meeting. See Schedule B.
- Call for agenda items two Thursdays prior to meeting. Agenda distributed Thursday prior to meeting.
- Submitted agenda items and elements in regular reports should be marked “for noting”, “for discussion”, “for decision”.
- For noting items will only be discussed if a CoM member has a question or issue
- For discussion items will be discussed for the allocated time period. No decision will be made.
- For decision items will be discussed and a proposal put to the meeting. In the event a consensus cannot be reached among those present a vote will be conducted with the chair casting the deciding vote in the event of a tied vote.

Review of CoM Terms of Reference

Annually in the December meeting, being the first regular meeting of each CoM.

Publication of CoM Terms of Reference

Published on the MGCH website and distributed to staff and volunteers at orientation and or annual performance review.

Manna Gum Governance Timeline



November

Draft Strategy &/or Annual Plan and budget with staff, volunteers, committee

January

Holiday

April

Receive report on Strategy and Annual Plan objectives and goals. Review and monitor progress.

July

Receive report on Strategy and Annual Plan objectives and goals. Review and monitor progress.

October

Receive report on Strategy and Annual Plan objectives and goals. Review and monitor progress.³

December

Finalise Strategy &/or Annual Plan and budget.

February-March

Complete Strategy and Annual Plan tasks

May-June

Complete Strategy and Annual Plan tasks.

August-September

Conduct a skills and diversity audit of CoM members intending to re nominate. Begin recruiting new members - invite to observe meetings.

early November

AGM