



# GOVERNANCE POLICY

## INTRODUCTION

Governance in the community sector is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of an organisation.

Management Committee members take ultimate responsibility for the governance of their organisation. However, governance is not a role for Committees and Committee members alone. Governance is also concerned with the way Committees work with volunteers, sponsors, donors, members and other stakeholders to ensure the organisation is effectively and properly run and meets the needs for which the organisation was set up.

## PURPOSE

The Governance Policy is intended to clarify the content of the organisation's constitution by making explicit the underlying principles of governance approved by the organisation.

This policy does not cover legal or ethical issues concerning the role of the Committee or its members, which are addressed separately elsewhere.

## POLICY

The Management Committee of Hobart FM Inc is an elective, representative, and collective body.

- It is **elective**, in that the determination of Committee members is the prerogative of members through the election process.
- It is **representative**, in that no member can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the organisation. Whatever the constituency of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
- It is **collective**, in that while each member should put the point of view of their constituency, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken Committee members are required to support that decision.

The function of the Committee of Hobart FM Inc is to collectively ensure the delivery of the organisation's objects, to set its strategic direction, and to uphold its values. The Committee should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

The responsibilities of the Management Committee cannot be delegated to any other person or body include:

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with its constitution
- Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them
- Strategic planning – reviewing and approving strategic direction and initiatives
- Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements
- Financial monitoring – reviewing the organisation’s budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation
- Financial reporting – considering and approving annual financial statements and required reports to government;
- Organisational structure – setting and maintaining a framework of delegation and internal control
- Leadership selection – selecting, evaluating the performance of, rewarding and, if necessary, disciplining management, volunteers, members and stakeholders.
- Succession and remuneration planning – planning for Committee and executive succession, and determining management remuneration if applicable.
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise
- Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Committee members, members, volunteers, or other stakeholders.
- Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable
- Committee performance and composition – evaluating and improving the performance of the Committee

### **Relationship with sub-committees**

The Committee should focus on the strategic direction and the core policies of the organisation. Where individual Committee members do need to become involved in operational matters, or are members of sub-committees, they should separate their strategic role (where they operate independently of any direction) from their operational role (where they act at the direction of Management of Committee).



## **RESPONSIBILITIES**

It shall be the responsibility of the Committee to establish and maintain, policies and procedures, and systems of financial control, and performance reporting.

It shall be the responsibility of the Committee to clearly demarcate and delegate the functions of sub-committees and volunteers and other interested parties.

It shall be the responsibility of the Committee to address key management and operational issues within the direction and the policies laid down by the Committee, including:

1. Developing and implementing organisational strategies and making recommendations to the Committee on significant strategic initiatives;
2. Making recommendations for the appointment of staff/presenters, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for volunteers;
3. Developing the annual budget and managing day-to-day operations within the budget;
4. Maintaining an effective risk management framework;
5. Keeping the Committee and regulators informed about any developments with a material impact on the organisation's performance; and
6. Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

## **PROCEDURES**

### **Internal controls**

The Committee should set and maintain policies and procedures, and systems of financial control, internal control, and performance reporting. The Committee should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures.

### **Managing risk**

The Committee should undertake a full risk assessment (either periodically or on a rolling basis) and take appropriate steps to manage the organisation's exposure to significant risks. The Committee must regularly review the risks to which the organisation is subject, and take action to mitigate risks identified.

### **Committee review**

The Committee should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.



## RELATED DOCUMENTS

- Code of Conduct Policy
- Committee Confidentiality Policy
- Conduct of Meetings Policy
- Conflict of Interest Policy
- Committee Dispute Resolution Policy
- Transparency and Accountability Policy

## AUTHORISATION

Date approved by the Committee: 17<sup>th</sup> January 2018  
Review Date: January 2020

Committee President: \_\_\_\_\_  
[Name]

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[Signature]

Committee Secretary: \_\_\_\_\_  
[Name]

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