

<b>A-10</b>	<b>ROLES OF MANAGEMENT COMMITTEE</b>	
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## POLICY STATEMENT

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Guardians are encouraged to serve as part of the TWOOSH Management Committee. The committee considers all stakeholders and makes decisions regarding the operations of the service and ensures the centre is responsive to the needs of all who utilise it.

## CONSIDERATIONS AND REFERENCES

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- National Quality Standards Section 5.1
- Child Care Benefit 6.5
- Quality Areas (National Quality Framework 2012) 7.1, 7.2
- Incorporation legislation

## Related TWOOSH documents

- TWOOSH Constitution
- Policy A-11 – Financial management

## PROCEDURES

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### Role of the Management Committee

The Management Committee:

- ◆ is responsible for providing overall direction to the Director on how TWOOSH is to be run. This mainly involves legal, financial and employment responsibilities.
- ◆ is made up of a President, Vice President, Treasurer, Secretary, and no more than 6 general members.
- ◆ is responsible for the financial obligations, delegated to the Treasurer, Director, bookkeeper and auditor. This is outlined in Policy A-11.
- ◆ must operate in accordance with the constitution. Please refer to the TWOOSH Constitution for more information.

The responsibility for the day-to-day operations of the centre is delegated to the Director and the Educators.

### Conflicts of interest

Management Committee members are responsible for considering and disclosing all conflicts of interest. When considering if conflicts are present, committee members must keep in mind their own interests, the purpose of TWOOSH and their duties as Management Committee members.

As a general rule, members should be aware of:

- ◆ current and previous paid or volunteer work
- ◆ current and previous trusteeships
- ◆ whether they are a board member of any other organisation
- ◆ whether they own a business or a share in a business
- ◆ membership of other organisations they hold, and

- ◆ any similar interests of their family or friends.

If a Management Committee member feels that there may be an actual, potential or perceived conflict of interest, the member is required to notify the Management Committee. The conflict will be raised at the next committee meeting and recorded in the 'register of interests'. The Management Committee will consider the nature of the conflict and if any action is required to mitigate the potential for issues to arise.

Management Committee members must at all times perform their duties in accordance with the best interests of TWOOSH and the requirements of the Australian Charities and Not-for-profits Commission (ACNC) governance standards.

These duties can be summarised as:

- ◆ act with reasonable care and diligence
- ◆ act in good faith in the best interests of the charity and for its purposes
- ◆ not misuse their position as a responsible person
- ◆ not to misuse information they gain as a responsible person
- ◆ disclose any actual or perceived conflict of interest
- ◆ ensure that financial affairs are managed responsibly, and not allow a charity to operate while insolvent.

## Revisions

**Date of next review: May 2021**

<b>Date</b>	<b>Reviewer</b>	<b>Approved by</b>
<b>30.10.17</b>		TWOOSH Management Committee
<b>17.09.18</b>		TWOOSH Management Committee
<b>29.07.19</b>		TWOOSH Management Committee
<b>10.08.20</b>	CB, MK	TWOOSH Management Committee
<b>23.09.21</b>	LL	TWOOSH Management Committee