



**KYNETON COMMUNITY & LEARNING CENTRE INC.**  
**BOARD OF MANAGEMENT CHARTER**

Kyneton Community & Learning Centre Inc. ('the Centre') is a not for profit incorporated association. It is governed by a set of Rules, which comply with the requirements of the Associations Incorporation Reform Act 2012 (Vic).

A copy of the Rules can be found on the KC&LC website at <http://kynetonclc.org.au/about-us/> under the 'Rules of Association' tab and a copy of the Act can be found at [http://www.austlii.edu.au/au/legis/vic/num\\_act/aira201220o2012422/](http://www.austlii.edu.au/au/legis/vic/num_act/aira201220o2012422/)

The Rules of the Association ('the Rules') provide for a Committee/Board of Management ('the Board'), which is elected by the members at the Annual General Meeting.

The Board consists of:

- President
- Vice President
- Secretary (formerly known as the Public Officer)
- Treasurer, and
- Ordinary Members – currently there are five positions (the number of available positions is voted on at the Annual General Meeting)

The Board's primary function is governance and the provision of strategic direction on behalf of its members. It needs to ensure that it acts in the best interests of the Association and is accountable and transparent regarding its operations. It has a duty to operate effectively, act ethically – including in its fundraising activities – and aim to be a diverse, empowering and environmentally responsible entity.

#### **EXPECTATIONS OF COMMITTEE OF MANAGEMENT MEMBERS**

- Attend at least 75% of all Board of Management meetings and to participate in discussion and decisions at these meetings
- Read, comment on and contribute to proposals for decision by the Board of Management
- Participate in sub-committees and working groups as required
- Be aware of legal, financial, employment, planning and evaluation responsibilities
- Represent the Centre and act as spokesperson as required
- Take part in occasional fundraising activities as required
- Work co-operatively with other Board of Management Members and paid and unpaid workers
- Take part in induction training and planning sessions
- Be familiar with Neighbourhood House Principles and the sector – Regional Association of Neighbourhood & Community Houses (RANCH)<sup>1</sup> and the peak body Neighbourhood Houses Victoria (NHVIC)

<sup>1</sup> RANCH is an association of the 28 Neighbourhood Houses located in the: Central Goldfields Shire; City of Greater Bendigo; Loddon Shire; Macedon Ranges Shire; Mount Alexander Shire; and Shire of Campaspe

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## WHAT TO EXPECT AS A BOARD OF MANAGEMENT MEMBER

Board members are provided with role descriptions that outline the responsibilities of the various positions. They can be found on the website at <http://kynetonclc.org.au/about-us/> under the Board of Management tab.

To assist new Board members, in fulfilling their role and working as part of a team, induction – including the provision of an induction kit – is undertaken by the Board Chair/members.

## RESPONSIBILITIES OF THE BOARD

The Board of Management of the Centre has certain legal and governance responsibilities.

It needs to include members who have expertise/skills in the following areas:

- financial management/budgeting
- chairing
- community development
- networking and public speaking
- education sector experience
- employment issues/practices
- evaluation and monitoring
- legal awareness
- minute taking
- strategic/operational planning
- policy making and writing

It would also be advantageous if it included people who have expertise/skills in the following areas:

- marketing/promotion/communication
- taxation
- fundraising/grant writing

Board of Management members need to:

- know what it means to be an incorporated association and the ongoing requirements
- understand the Rules of the Association
- know their duties and personal responsibilities
- understand funding agreements, leases, insurance and employment requirements
- act honestly and with appropriate diligence in the duties of office
- use their position, and information acquired, only for the conduct of business of the Centre, and not gain inappropriate personal advantage or take such action that causes detriment to the Centre
- disclose to the Board any direct/indirect conflict of interest, including pecuniary interest in any contract or proposed contract
- be supportive of the Chair and other Board members to assist them in carrying out their roles
- ensure the Rules of the Association are current and implemented
- develop/review the current Strategic Plan

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- ensure the Centre is adequately resourced to fulfil the Strategic Plan, incorporating long-term infrastructure needs of the Centre, including staffing, operational requirements and facilities
- work in co-operation with the Centre Manager and Coordinators to ensure adequate reporting to Board occurs
- supervise and review of the Centre Manager position
- maintain current Risk Management Plan
- ensure policies and procedures are reviewed regularly
- develop a culture of acceptance of different viewpoints and to bring issues before the Board
- enable shared decision making

**Note:** Board members or potential Board members need to complete the following documentation:

- a current resume outlining skills and experience
- a Criminal Records Check (cost to be covered by the Centre)

## REFERENCES

Code of Governance for the Australian Community Sector, [www.ourcommunity.com.au](http://www.ourcommunity.com.au)

KC&LC Code of Ethics Policy

KC&LC Rules

KC&LC Strategic Plan

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