

MANAGEMENT COMMITTEE MEETINGS

PURPOSE:

To outline the process which is to be followed in conducting Management Committee Meetings.

SCOPE:

- Time
- Attendance
- Agenda
- Quorum
- Role of the Executive Officer at Management Committee Meetings
- Reports
- Recording of minutes

POLICY:

This policy operates within the context of the following policies and procedures:

- The Role of the Management Committee (refer Section 4)
- Governance and Management (refer Section 4)
- The Roles of Management Committee Members (refer Section 4)
- The Rules of Breakaway Toowoomba Inc (refer Section 8).

PROCEDURE:

1 Time

The Management Committee meet every month on the third Thursday of each month @ 4:30 pm to 8:00 pm.

Other meetings may be arranged by the Committee as required.

2 Attendance

Members on the Management Committee number at least seven in total. All members should attend each meeting. Guests may be invited to attend meetings (by the Chairperson) for a specific purpose.

3 Agenda

Members follow a set Agenda at each of the meetings:

- 1 Open meeting
- 2 Apologies
- 3 Review of agenda
- 4 Acceptance of minutes from previous meetings
- 5 Business arising from previous minutes.
- 6 Correspondence.
- 7 Reports - Executive Officer
Treasurer
Sub-committee reports
- 8 General Business
- 9 Next Meeting
- 10 Close of Meeting

4 Quorum

Members must be encouraged to attend meetings in order to ensure a quorum is present, one of whom is the Chairperson, Secretary or Treasurer.

5 Role of Executive Officer at Management Committee Meetings

The Executive Officer will attend as a guest at each of the monthly meetings.

6 Reports

Executive Officer's Report

The Executive Officer should prepare a monthly report to the Management Committee that includes the following information:

- Matters identified for priority attention - Policies to be tabled, correspondence to be responded to, etc.
- Staffing information -any changes to staff/volunteers
 - staff on leave
 - staff training
 - staff vacancies
 - any disputes, grievances
 - support staff reports
 - client data reports
- Major activities in the last month (including outcomes to be achieved); e.g. Client/Staff Evaluations
- Plans for next month - present any plans for forthcoming month and/or notice of special events,
- Occupational Health and Safety Issues, Quality Improvement issues
- Overall financial and client/staff data report.

Reviewed: 09th December 2009

Ratified by Management Committee: 17th December 2009

Review date: December 2010

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Approved:.....

Treasurer's Report

The Treasurer provides:

- Quarterly Profit and Loss and Balance Sheet Reports
- Quarterly budgets and actuals for each program
- a monthly report on any financial transactions note worthy to the committee
- a monthly financial statement of the agency's bank accounts.

7 Minutes

The Secretary will record the minutes for each Management Committee meeting.

The minutes should record information discussed at the meeting and where appropriate any action to be taken is to be recorded as to who is to carry it out and when such action is to occur by.

Minutes should be typed within seven days after the meeting and sent to each Management Committee Member and the Executive Officer within two days of the meeting.

A copy of the minutes is to be filed in the Minutes File/Register.

The Secretary is responsible for making sure that procedures for minutes are followed.

Approved (Executive Officer) David Bece Date 17-12-09

Approved (Chairperson) Paul Quinn Date 17-12-09

Approved: DB