

POLICY : POL01	GOVERNANCE
Reference	CBA Code of Practice : Code 1.2 Fraser Coast Community Radio Inc Constitution

PURPOSE

This Policy sets out the high level requirements to be followed for all matters associated with governance of Fraser Coast FM.

BACKGROUND

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

Management Committee members take ultimate responsibility for the financial and legislative governance of the organisation. However, governance is also concerned with the way Management Committee works with volunteers, members and other stakeholders to ensure the organisation is effectively and properly run and meets the needs for which it was originally created.

MANAGEMENT COMMITTEE

Subject always to the provisions of the Constitution of Fraser Coast Community radio Inc. the Management Committee of FCFM 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 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 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.

Management Committee must collectively set the strategic direction, ensure the delivery of objectives and uphold the values of the organization.

The Committee is collectively responsible and accountable for ensuring all legal, financial, and ethical obligations.

Management Committee cannot delegate certain responsibilities

The responsibilities of the Committee that 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
- 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
- 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 and volunteers
- 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

Management Committee should maintain a system of internal controls

Management Committee should set and maintain standing orders, policies, procedures and systems of financial control, internal control, and performance reporting.

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

Management Committee should manage risks

Management Committee should periodically undertake a risk assessment 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 takes action to mitigate identified risks.

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

Management Committee should also

- Establish and maintain standing orders, policies and procedures and systems of financial control, internal control and performance reporting.
- Clearly demarcate and delegate the functions of sub-committees, and other volunteers.
- Address key management and operational issues including but not limited to:
 - Developing and implementing organisational strategies and significant strategic initiatives
 - The appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff
 - Developing the annual budget and managing day-to-day operations within the budget
 - Maintaining an effective risk management framework
 - Keeping abreast of developments with a potential material impact on the organisation's performance
 - Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

POLICY ENDS
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