Quality Procedure 3: Management Committee

AUDIT: 12 MONTHLY
DISTRIBUTION: see Document register held by Quality Coordinator
REFERENCES: National and Queensland Disability Advocacy Standards

Section 3:

Management Committee
Contents

Quality Procedure – Issue Status 3
Disability Advocacy Standards 5
Role of the Management Committee 7
The Roles of Management Committee Members 10
Orientation for New Committee Members 15
Management Committee Code of Behaviour 16
Management Committee Meetings 17
Management Committee Attendance Policy 17
Minutes 21
Conflict of Interest Policy 21
Management Committee Confidentiality Policy 22
Media Policy 24
Management Committee Dispute Resolution Policy 25
Succession Planning for Management Committee Members 26
Appendix 28
### Quality Procedure 3: Issue Status

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>DESCRIPTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Endorsed Policy &amp; Quality Procedure Manual</td>
<td>Adopted March 2005</td>
</tr>
<tr>
<td>02</td>
<td>Updated to include Disability Advocacy Standards &amp; Included Issue Status</td>
<td>Updated October 06</td>
</tr>
</tbody>
</table>
| 03    | - Removed Meeting Agenda & Coordinator Report Sample from the policy  
      - Quorum specified “50% (half) committee members  
      - Changed Management Committee Attendance policy  
      - Added Conflict of Interest Policy, Confidentiality Policy, Disputes Resolution Policy | Updated March 2007 |
| 04    | - Updated to include Media Policy & Criminal History Screening  
      - Appendix added | Update January 2008 |
| 05    | - Updated References, National Disability Advocacy Program (NDAP) standards, Management Committee Responsibilities. Terminology “Service” is replaced by organisation or agency. | Updated January 2009 |
| 06    | - Changed Disability Services Queensland to Department of Communities-Disability Services (DS)  
      - Amended Management Committee Code of Behaviour section  
      - Access & Equity page 17 | Update May 2009 |
| 07    | - Succession Planning and content page | Updated September 2009 |
| 08    | - Updated Dept of Communities name, FaHCSIA Agreement Clause 19, criminal history screening (change of legislation 01/07/10) and Appendix | Updated September & Endorsed by MC November 2010 |
| 09    | - Updated with Copyright | January 2011 |
| 10    | - Review of minor Edits and Amendments and included Code of Behaviour and Confidentiality Agreement | Endorsed by September 2011 & October 2011 |
| 11    | - Added Approval & Review dates  
      - Replaced Coordinator to Manager  
      - Changed DS to Dept of Communities | Reviewed September and endorsed by MC November 2012 |
<table>
<thead>
<tr>
<th></th>
<th>12</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Included Human Service Standards&lt;br&gt;• Amended Page numbering&lt;br&gt;• Added Queensland Health&lt;br&gt;• Added Sub Committee&lt;br&gt;• Added Risk Management Review</td>
<td>Reviewed February and endorsed by MC March 2013</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Insert forms on the appendix page in PDF format</td>
<td></td>
</tr>
</tbody>
</table>
Disability Advocacy Standards

National Disability Advocacy Program (NDAP) & Queensland Disability Advocacy Standards (QDAS) and Human Services Quality Framework (HSQF)

Standard 4: Privacy, Dignity & Confidentiality

NDAP:
The right of people with disability to privacy, dignity and confidentiality is recognised and respected.

QDAS:
Recognition of the right to privacy, dignity and confidentiality in all aspects of life.

Standard 7: Complaints & Disputes

NDAP:
People with disability who have a complaint or dispute with the advocacy agency, are encouraged to raise it, and have it resolved, without fear of retribution.

QDAS:
A proactive approach to complaints and disputes management that safeguards people accessing an advocacy agency from retributive action when raising complaints.

HSQF:
Standard 5: Feedback, complaints and appeals

Effective feedback, complaints and appeals processes that lead to improvements in service delivery.

The organisation listens to people and takes on feedback as a source of ideas for improving services and other activities. It includes the way the organisation responds to complaints from people using services and their right to have complaints fairly assessed and acted upon.

Standard 8: Service management

NDAP:
Each agency adopts quality management systems and practices that optimise the advocacy outcomes for people with disability and facilitates continuous improvement.

QDAS:
Effective corporate governance through sound and visible management systems and practices.
HSQF:  
Standard 1: Governance and management  

Sound governance and management systems that maximise outcomes for stakeholders

The organisation maintains accountability to stakeholders through the implementation and maintenance of sound governance and management systems. These systems should reflect the size and structure of the organisation and contribute to maximising outcomes for people using services.

**Standard 10: Staff support and development**

QDAS: 
Recruitment, selection and development of paid and unpaid staff ensures that they have the relevant values, skills, knowledge and competencies to support the advocacy provided by the advocacy agency.

HSQF:  
Standard 6: Human resources  

Effective human resource management systems, including recruitment, induction and supervisory processes, result in quality service provision.

The organisation has human resource management systems that ensure people working in services (including carers and volunteers) are recruited appropriately and are suitable for their roles within the organisation. Once appointed, people working in the organisation have access to support, supervision, opportunities for training and development and grievance processes.


**Role of the Management Committee**

**Management Committee Responsibilities**

The role of RIA’s Management Committee is to manage the organisation within the approved budget and in accordance with RIA’s stated Purpose, Objectives, Policies and Procedures as specified in the Policy and Procedures Manual.

In addition, the Management Committee is accountable for funding agreements with the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA), Department of Communities, Child Safety and Disability Services (DS) and Queensland Health (QH). The Manager must provide the names of the members of the Management Committee and notify all Department’s of any changes within 21 days.

RIA is obliged under our funding agreement(s) to conduct a Police Check prior to engaging any person in relation to our agency that may have contact with vulnerable persons. The Disability Services Act specifies that any person engaged by a non-government service provider must apply for a prescribed notice, which is the Application for Criminal History Screening. Persons include:

- Employees
- Volunteers
- People who have a contract with the funded service provider
- Members of a board, management committee or other governing body
- Executive officers
- Students

Management Committee members are required to complete a Commission for Children and Young People and Child Guardian - Volunteer Blue Card Application form and yellow card exemption form. A copy of the positive notice for each Management Committee member will be stored on the Management Committee file located in the Manager’s office.

It is an offence for RIA to engage, or continue to engage, a person who discloses that they have acquired a criminal history or that his/her criminal history has changed, without applying for a further prescribed notice.

If a member of the Management Committee already holds a “blue card” they will be required to complete a Commission for Children and Young People and Child Guardian – Authorisation to Confirm a valid card/application form and a Department of Communities – Application for Criminal History Screening (exemption form) FORM 10-11.
Legal Responsibilities

The Management Committee members ensure that RIA operates according to the Constitution, the Associations Incorporation Act 1981 and the FaHCSIA, DS and QH funding agreements. In addition, the Management Committee is also responsible for the following:

- staff employment agreements are complied with, proper tax is deducted, and safe working conditions are provided
- the organisation has adequate insurance cover
- the organisation operates within relevant Commonwealth, State and Local Government laws and regulations

Policy and Planning

The Management Committee ensure that:

- RIA has clear goals and objectives
- annual and strategic plans are developed, implemented and evaluated on a regular basis
- high quality and effective activities are delivered to the people seeking advocacy
- the Policy and Procedures Manual is kept up-to-date and implemented accordingly.

Financial

The Management Committee ensure that:

- RIA has an approved budget for the year, and that expenditure is within the budget
- RIA has sufficient income to meet the budget requirements
- the conditions of the funding agreements are followed
- funds are properly accounted for and that an audit is completed every year

Staff

The Manager in consultation with the Management Committee ensures:

- the recruitment of the best possible staff
- that staff are provided with support, direction and supervision
- that staff are provided with a safe work environment

Other Management Committee Responsibilities

- make sure that RIA has a strong membership and community support and is a strong viable organisation and managing potential risks
- maintain open, harmonious relationships with all other committee members
- ensure that operational issues and problems are dealt with as they arise and provide the necessary support and assistance
Sub Committees

Sub Committees are a way to reduce the workload of the Management Committee and to address a specific task or project such as: reviewing staff salaries, preparing a submission or budget, projects identified on the organisations strategic plan and risk management review.

The sub-committee will generally consist of (but not limited to) two members of the Management Committee and two members of staff.

The Management Committee will establish the sub-committee formally at a management committee meeting and nominate one person to act as a convenor to call meetings, and co-ordinate the activities of the sub-committee.

The sub-committee will be given specific guidelines and time frames. A sub-committee minute taker should be nominated.

The sub-committee is required to report back to the Management Committee with their recommendations on a regular basis.

Any action or policy recommended by the sub-committee needs to be approved by the full committee before anyone can act on that policy.

Risk Management Review

The Management Committee will annually conduct a review of risk and assess how this is to be managed. This review is to define and document a clear risk management framework that covers the operations of the organisation.

The Management Committee may also consider engaging an external consultant to assist in this process.

There are several key steps to undertaken a risk management review.

<table>
<thead>
<tr>
<th>Step 1 – Identify the risk</th>
</tr>
</thead>
</table>

This may be the organisation as a whole or elements of the organisation. The areas covered could be:

- staff employment and training
- business operation
- financial management
- fraud
- health and safety.

Define the potential risk, impact and likelihood of occurrence such as:
Health & Safety of Employees

- the risk of worker’s compensation claims being made by employee
- the risk of serious injury or death to employees; and/or
- the risk of damaging the organisation’s reputation amongst employees and other stakeholders because of poor accessibility to people with a disability

Step 2 – Treat the risks

After assessing the risks the Management Committee or sub-committee will recommend what action is required to reduce the risk.

Step 3 – Monitor and review

The risks to the organisation will subject to ongoing monitoring and review. This will be documented on the RIA Annual Management, Monitoring and Auditing Continuous Improvement Plan.
The Roles of Management Committee Members

Role descriptions have been developed for each Management Committee position. Committee members agree to carry out their function in accordance with the relevant role description upon appointment.

ROLE DESCRIPTION: PRESIDENT

The President agrees to carry out the duties listed below:

The President accepts responsibility, along with other members of the Management Committee for:

- meeting the requirements specified in the Constitution and the Associations Incorporation Act 1981
- meeting any requirements of funding agreements
- ensuring that membership and community support of RIA are maintained
- ensuring that the policies and procedures as stated in the RIA Policy and Procedures Manual are followed

Additionally, the President agrees to:

- make sure regular Management Committee meetings are held
- prepare an agenda for the meetings with the assistance of the Secretary and/or the Manager
- prioritise agenda items and if necessary set time limits
- chair the meeting keeping discussion relevant, decision making clear, and encouraging broad participation
- sign the minutes after they have been confirmed as an accurate record of the previous meeting
- make sure meetings are run in accordance with RIA’s Constitution
- act as a spokesperson for RIA whenever necessary and appropriate
- support the Manager to maintain the day-to-day operations of RIA

Attendance at Meetings

The President should strive to attend all scheduled and extraordinary Management Committee meetings. If the President is unable to attend a meeting he/she should give the maximum notice possible of their pending absence.
Resignation of President

In the event that the President must resign, he/she is to give a minimum of one month’s notice in writing and should make every effort to find a replacement person for the Management Committee.

Expulsion of President

The President can be expelled from the Management Committee as per the Constitution. (e.g.: for missing three meetings in a row without providing acceptable reasons)

ROLE DESCRIPTION: VICE PRESIDENT

The Vice President assists the President and fills in if he/she is unavailable. It is essential that the President and Vice President have a good working relationship to ensure that effective and clear channels of communication are maintained.

The role of Vice President is a significant and responsible one and there are many aspects of this position which can and should be shared with other committee members. Thus the role of vice president is largely the same as has been described for the president.

Attendance at Meetings

The Vice President should strive to attend all scheduled and extraordinary Management Committee meetings. If he/she is unable to attend a meeting he/she should give the maximum notice possible.

Resignation of Vice President

In the event that a Vice President must resign, he/she is to give at least one month’s notice in writing and should make every effort to find a replacement person for the Management Committee.

Expulsion of Vice President

A Vice President can be expelled from the Management Committee as per the Constitution, (e.g.: for missing three meetings in a row without providing acceptable reasons.)
ROLE DESCRIPTION: TREASURER

The Treasurer agrees to carry out the duties listed below:

The Treasurer accepts responsibility, along with other members of the Management Committee for:

- meeting the requirements specified in the Constitution and the Associations Incorporation Act 1981
- meeting any requirements of funding agreements
- ensure that membership and community support of RIA are maintained
- ensure that the policies and procedures as set down in the RIA’s Policy and Procedures Manual are followed

Additionally, the Treasurer agrees to:

- ensure that account records are properly maintained and kept safe
- make sure monthly and quarterly financial reports are produced and present at monthly Management Committee meetings
- confirm that the financial requirements of funding bodies are met
- make sure Management Committee members understand the financial reports
- ensure that an audit of the books is prepared annually and that the accounts of RIA, showing the financial position at the end of the preceding financial year, is submitted to members at the Annual General Meeting
- make sure funds are not being mismanaged

Attendance at Meetings

The Treasurer should strive to attend all scheduled and extraordinary Management Committee meetings. If the Treasurer is unable to attend a meeting he/she should give the maximum notice possible.

Resignation of Treasurer

In the event that the Treasurer must resign, he/she should give a minimum of one month’s notice in writing and should make every effort to find a replacement person for the Management Committee.

Expulsion of Treasurer

The Treasurer can be expelled from the Management Committee as per the Constitution. (e.g.: for missing three meetings in a row without providing acceptable reasons.)
ROLE DESCRIPTION: SECRETARY

The Secretary agrees to carry out the duties and listed below:

The Secretary accepts responsibility, along with other members of the Management Committee for:

- meeting the requirements specified in the Constitution and the Associations Incorporation Act 1981
- meeting any requirements of funding agreements
- making sure that membership and community support of RIA are maintained
- ensure that the policies and procedures as stated in the RIA Policy and Procedures Manual are followed

Additionally, the Secretary agrees to:

- assists the President to prepare an agenda for the meetings
- take accurate minutes of all meetings and make sure these are properly filed (along with copies of the agenda and any reports that are tabled).
- ensure that a correspondence list is compiled including letters received and sent, and bring to the attention of the meeting any correspondence that requires immediate attention
- ensure that correspondence is properly filed and up-to-date and is available for any member to examine
- make sure that copies of the minutes are distributed to Committee Members no later than 10 days after the meeting
- keep a list of all resolutions passed at Committee meetings
- ensure that a Register of Members and Management Committee Members are kept current
- maintain a register each time the Common Seal is used
- ensure that the Management Committee Orientation Kit is maintained and that a copy is provided to all new Committee members on appointment
- make sure that the Policy and Procedures Manual is kept up-to-date

Attendance at Meetings
The Secretary should strive to attend all scheduled and extraordinary Management Committee meetings. If the Secretary is unable to attend a meeting he/she should give the maximum notice possible.

Resignation of Secretary
In the event that the Secretary must resign, he/she should give at least one month’s notice in writing and should make every effort to find a replacement person for the Management Committee.

Expulsion of Secretary
The Secretary can be expelled from the Management Committee as per the constitution, for missing three meetings in a row without providing acceptable reasons.
ROLE DESCRIPTION: MANAGEMENT COMMITTEE MEMBERS

The Management Committee Members agree to carry out the duties listed below:

The Management Committee Members accept responsibility, along with other members of the Management Committee for:

- meeting the requirements specified in the Constitution and the Associations Incorporation Act 1981
- meeting any requirements of funding agreements
- making sure that membership and community support of RIA are maintained
- ensure that the policies and procedures as stated in the RIA Policy and Procedures Manual are followed

Additionally, the Management Committee Members agree to:

- assist the President, Secretary or Treasurer in undertaking their duties
- act as a spokesperson when requested by the Committee
- support staff when requested by the Committee
- be a member of and/or chair sub-committees/task groups as required
- sign letters or documents on behalf of RIA as required
- undertake any other reasonable tasks that may arise

Attendance at Meetings

The Management Committee Members should strive to attend all scheduled and extraordinary Management Committee meetings. If a Management Committee Member is unable to attend a meeting he/she should give the maximum notice possible.

Resignation of Member

In the event that a Management Committee Member must resign, he/she should give at least one month’s notice in writing and should make every effort to find a replacement person for the Management Committee.

Expulsion of Member

A Management Committee Member can be expelled from the Management Committee as per the Constitution. (e.g.: for missing three meetings in a row without providing acceptable reasons)
**Orientation for New Committee Members**

An orientation manual for Committee members is to be maintained by the Manager and be given to all new members.

The **Committee Orientation Manual** will include copies of:

- the Constitution
- Committee roles and responsibilities
- budget
- information about funding sources
- organisation chart
- staff position descriptions
- purpose, philosophy and objectives
- the annual priorities of the Organisation
- information about management meetings

Management Committee orientation will be conducted annually with the incoming Committee at a convenient time between their election at the AGM and their second Management Committee meeting.
Management Committee Code of Behaviour

Management Committees operate most effectively if they endorse a Code of Behaviour which is aligned with its organisation’s mission and values. The following Code of Behaviour applies to RIA’s Management Committee members.

Committee members agree to:

- abide by the philosophy of RIA respecting the key principles of advocacy and the mission and values of the organisation, and uphold legislation relating to Disability and Human Rights;
- observe all the rules of RIA including those specified in the Constitution, the Associations Incorporation Act 1981 and any others developed by the Management Committee or the membership of RIA;
- follow all policies and procedures described in the RIA Policy and Procedures Manual;
- attend orientation/induction, training, conferences and meetings, (if unable to attend, to send apologies and a proxy for the meeting);
- contribute to the development, implementation and continual improvement of the organisations quality assurance system;
- not act on RIA matters without the consent of the Committee, and without prior consultation with the Manager, including not interfering in the day-to-day operations of RIA;
- represent RIA in a positive way and fulfil the responsibilities of your position in accordance with the respective duty statement with due care and diligence;
- not make any public statements to the media without the prior approval of the Management Committee;
- adhere to all the accounting procedures of RIA;
- represent RIA in a positive way; and
- maintain privacy and confidentiality obligations and disclose any potential conflict of interest.

If a member of the Committee fails to abide by the above Code of Behaviour, he/she may be liable to expulsion from the Committee.
Management Committee Meetings

**Time**

Management Committee meetings are held regularly at the RIA office. Other meetings may be arranged by the Committee as required.

**Attendance**

Committee meetings should be attended by all Committee members and the Manager. Guests may be invited to attend meetings for a specific purpose.

In line with RIA’s Constitution any Committee member who does not attend three (3) consecutive Committee meetings without providing a reasonable excuse can be expelled by a majority vote of the Committee.

Management Committee Attendance Policy

**Introduction**

Regular attendance at Rights In Action’s management committee meetings is essential in order to maintain continuity and cohesion in the management and governance of the organisation.

**Purpose**

This Attendance Policy is intended to encourage regular attendance at RIA’s management committee meetings and to provide procedures to deal with any failures in such attendance.

**Policy**

Management Committee members are expected to demonstrate their commitment to the organisation by unbroken attendance at the management committee or sub committee meetings on which they sit, except when prevented by unforeseeable events.
Procedure

The President (or Secretary when delegated) shall notify members of forthcoming meetings. Where committee members are prevented from attending any meetings, they should notify the President or the RIA Manager of their intended absence as early as possible.

Attendance requirements

If a member is absent for three consecutive meetings without prior notification or reasonable justification of their absence, that member is in breach of their obligations and may be removed from the Management Committee.

Prospective members of the Management Committee shall be issued with copies of the attendance policy and asked to commit themselves to observing its terms.

Process

- If a committee member is in breach of his/her attendance requirements then the President shall consult with members to discuss this matter.
- If the member’s difficulties are resolvable, then the President shall attempt to resolve them.
- If no mutually satisfactory resolution is possible and if the member wishes to continue on the Management Committee, then the member’s response to be tabled at the Management Committee at its next meeting. The member shall be entitled to speak to this item, and to vote on it. The Management Committee will then decide what actions to take regarding that member’s future membership on the Committee.
- If the Management Committee decides that termination is justified, they may suspend that person’s membership of the management committee. In the event the member wishes to continue in his or her position, the suspension shall be tabled at a general meeting for approval. The suspended member shall be given an opportunity to be heard, either personally or through a representative, and may submit materials in writing to be circulated.
- When any member has been terminated from the Committee under this provision, the Committee is to promptly initiate a process to recruit a new board member. The person whose position has been terminated shall retain the right to stand again at the next annual election for the Management Committee.

Responsibility

It is the responsibility of the President to monitor the attendance of each member of the Management Committee and action accordingly.
**Agenda**

Meetings will be conducted in accordance with the Constitution. The agenda is to be prepared by the President with the assistance of the Secretary and the Manager, and, along with all relevant documentation, circulated to all committee members at least five (5) days before the committee meeting.

**Quorum**

The quorum for Management Committee meetings is more than 50% (or half) Management Committee members, one of whom must be the Chairperson, Secretary or the Treasurer.

**Role of Manager at Management Committee Meetings**

The Manager attends committee meetings to provide advice and information to the Committee to assist it in its deliberations. The Manager provides a written & verbal report on the operations of RIA including outcomes achieved, future plans and any issues that need to be considered by the Committee.

**Access and Equity to Meetings, Training & Development for Committee Members**

Transport, attendant care and childcare assistance will be considered by the Management Committee in the following situations:

- where members of the RIA Management Committee require such assistance to participate in Committee meetings, as representatives of RIA at different forums, RIA sponsored conferences, workshops and other functions;
- where management committee members are unable to drive, members can use taxis to travel; and
- where a management committee member has a disability, RIA will be as responsive as possible to their individual needs including interpreters or use of teleconferencing if the member is unable to attend in person

All expenditure in relation to transport, attendant care and childcare assistance must be approved by the by the Management Committee in line with the policy.

**Manager’s Report**

The Manager is to be prepared a written report to the Management Committee that includes the following information:

- Major activities in the last month (including waiting lists, outcomes achieved).
- Plans/major activities for the next month - present plans for the forthcoming month and notice of any special events.
- Issues for consideration by Management Committee - present any issues that have arisen during the month including problems, budget considerations, new ideas and suggestions.
- Staffing information such as:
  - any changes to staff
  - staff on leave
  - staff training
  - staff vacancies
  - any disputes, grievances.
- Quality Assurance and Annual Management Cycle – Continuous Improvement Plan (including, internal audits, review of Policy and Procedures and strategic plan

**Minutes**

Minutes of any meetings will be recorded for every meeting. The Secretary must ensure that whenever action is agreed to by the Committee, a person and time to complete the task is identified.

Minutes should be typed and distributed within 10 days after the meeting to each member of the Management Committee.

The Manager is to ensure that a copy of the minutes is filed in the Minutes File.

The Secretary is responsible for making sure that procedures for Minutes are followed.
Conflict of Interest Policy

Introduction

The Management Committee of Rights In Action Incorporated is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict(s) of interest.

Purpose

This policy has been developed to provide a framework for all Management Committee Members in declaring conflicts of interest.

Policy Statement

The Management Committee places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the Member concerned and documented in the Conflicts of Interest Register. A Management Committee member who believes another Committee Member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Procedure

- Members shall declare any conflicts of interest either at the start of the meeting or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The conflict of interest should also be documented in the Conflict of Interest Register signed by the President.

- Where a conflict of interest or potential conflict of interest is identified and/or registered, the member concerned shall leave the room as soon as that item comes up for discussion. The member shall not vote on that issue, nor initiate or take part in any discussion on that topic (either in the meeting or with other Management Committee members before or after the meeting), unless expressly invited to do so by unanimous agreement by all other members present.

- If a person declares themselves to have existing or potential conflict of interest confidentiality is to be respected.

- If a person alleges that another person has a conflict of interest, whether existing or potential, and if the Management Committee cannot resolve this allegation to the satisfaction of all committee members, the matter shall be addressed as a conflict of interest.
Examples of conflict of interest could be (but are not limited to):

- When a Management Committee member or his/her immediate family or business interests stands to gain financially from any business dealings of the organisation.
- When a Management Committee member offers a professional service to the organisation.
- When a member stands to gain personally or professionally from any information or knowledge is used to personal advantage.
- Where a member has a role on the governing body of another organisation and where the activities of that other body may be in direct conflict or competition with the activities of Rights In Action.

Management Committee Confidentiality Policy

Introduction

Rights In Action Incorporated is committed to openness, transparency, and accountability. Its policies shall reflect its wish to release all information it holds as far as this is consistent with the protection of individual privacy, the effective management of its business, and relevant legislation.

Purpose

This Management Committee Confidentiality Policy is intended to regulate the release or retention of Management Committee material by Management Committee members.

Policy Statement

Management Committee members shall be authorised to release to any person any material other than confidential material obtained in the course of their service as a committee member where such release is in accordance with the requirements of any applicable legislation and where such release is consistent with the organisation’s Media Policy.

Procedure

The Management Committee shall review and approve the confidentiality policy of the organisation as a whole. The Management Committee shall decide from time to time whether any or all of its agendas, minutes, or papers, or those of its sub-
committees (not otherwise required by legislation, regulation, or its rules to be made public) shall be made public. Where no expressed decision has been recorded the assumption shall be that the material is not confidential.

On those occasions and for those matters that the Management Committee elects not to make public, members shall respect the confidentiality of those documents and any discussions on those matters.

In particular, Management Committee members shall not

- disclose to any member of the public any confidential information acquired by virtue of their position as a Management Committee member;
- use any confidential information acquired by virtue of their position on the Management Committee for their personal financial or other benefit or for that of any other person;
- disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Committee;
- make statements to the media in the name of the organisation except as specified in the RIA Media Policy; or
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual Management Committee member is no longer serving on the Management Committee. The Management Committee shall decide from time to time whether any observers shall be permitted to attend any or all of its meetings. Where appropriate, observers may be admitted subject to their undertaking to maintain confidentiality.

**Responsibility**

It is the responsibility of the President to ensure that Rights In Action and Management Committee materials are appropriately classified as confidential or open to release.
Media Policy

**Purpose**

- To maximise opportunities to participate in public debate
- To maximise opportunities to publicise RIA’s services and it’s role in the community;
- To create certainty, uniformity and efficiency in dealing with the media;
- To assist in managing the risk of exposure to an action for:
  a. defamations;
  b. breach of confidentiality; or

**Release of information to the Media**

- All information released to the media, including media or press releases, must be checked by the Manager and approved by the President of the Management Committee;

**Responding to contact by the Media**

- All enquiries from the media received by staff must be referred to the Manager. The Manager must refer all requests for comment to the President.
- The President shall determine whether comment is appropriate and if so the timing of any comment
- If the President is not available no response shall be made except to say words to the effect that:

  "Unfortunately the appropriate people are unavailable. We are, therefore, unable to comment on this matter";

- The President may delegate comment to the Manager.
- Generally, comment should respond to an issue of public interest with a view to promote the rights of people with disabilities, consistent with the purpose and objectives of Rights in Action.
- Specific comment on a matter that identifies or may identify an individual seeking advocacy may only be made with the prior written permission of that individual (or that individual’s parent or guardian if they are under 18 years old).
Management Committee Dispute Resolution Policy

Introduction

The Management Committee of Rights In Action Incorporated is committed to reaching an efficient and effective resolution of any disputes or grievances that may arise and that may threaten the harmonious functioning of the Committee.

Purpose

This policy is designed to set out the process for resolution of disputes or grievances involving the Management Committee members.

Policy Statement

The Management Committee of Rights In Action Incorporated is committed to reaching an efficient resolution of any disputes or grievances that may arise and that may threaten the harmonious functioning of the Committee. All Committee Members will follow the procedures set out below.

This policy refers to disputes:
- between Management Committee Members
- by a Member regarding a Management Committee process
- by a Member regarding a resolution of the Management Committee
- by a Member with any matter with a member of staff

Procedure

1. The dispute must be articulated in writing and sent to the President. The President must acknowledge receipt of this document within two days.
2. The President will use his/her discretion to bring the issue to the next ordinary Management Committee meeting or call an extraordinary meeting.
3. When raised at the Management Committee Meeting all people involved in the dispute are given the right to be heard.
4. The matter should be heard with all committee members present, unless they have advised in writing that they are aware there is a dispute resolution meeting being held and they are unable to attend.
5. The President to call for a motion from the Management Committee e.g. to seek further legal advice, to dismiss the complaint. The motion is to be voted on by all members present at the meeting.
6. A Management Committee decision may be reviewed where:
   - New information has come to light that was not available when the original decision was made.
- The Management Committee has become aware of an error in previous information that was used to make the decision.

**Succession Planning for Management Committee Members**

Rights In Action considers succession planning for its Management Committee as an integral process to protect the ongoing management and governance of the organisation. RIA will periodically review the diverse skills and voluntary commitment of the committee to address future changes by anticipating Management Committee vacancies and then determining how to best fill these vacancies.

The organisation is aware that, from time to time, individual circumstances change and a Committee Member may need to resign from his/her position. If a vacancy occurs, any RIA financial member can be nominated by the Committee to fill this vacancy.

**New Members**

Rights In Action is committed to building a solid foundation of members and encourages membership from a broad cross-section of the community. All members are urged to introduce new members to the organisation by nominating them on RIA’s Membership Form and forwarding the completed form to the office to be tabled at the next Management Committee.

A letter is sent out annually, to all members inviting them to introduce new members and to consider their nomination as a member of the Management Committee prior to the Annual General Meeting (AGM) which is usually held in October each year.

**Succession Planning**

Annually, the Management Committee consider the leadership roles within the committee, evaluating its strengths and limitations, to minimise the risk of vacant positions. The executive positions such as President, Vice President, Treasurer and Secretary need to be secured with experienced and dedicated members.

Management Committee members who are not considering re-nominating at the next AGM are requested to identify a suitable replacement to fulfill their vacancy.

The Management Committee also review the Membership Register to identify potential successors and write to them inviting them to take up a position on the Management Committee and support their nomination on the applicable Nomination Form.
This invitation to a prospective Management Committee member includes the following information:

- An overview of RIA, its scope of advocacy assistance, staffing and committee structures
- A position description for board or Management Committee members (Policy & Procedure Section 3)
- An outline of what the organisation expects from Management Committee members (meeting frequency, Code of Conduct, time commitment, attendance for Orientation and training)
- The specific governance skills and experience being sought by the organization
- A Nomination form
- An application for Criminal History screening (a requirement of our funding bodies)

To ensure consistency and experience, the Management Committee members are requested to remain on the Committee for a minimum for two years. However, this request cannot be enforced and relies on the dedication and commitment of the Committee members.
Appendix

Position Description and Code of Behaviour Agreement

Management Committee Members Position Description.pdf
President Position Description.pdf
Secretary Position Description.pdf
Treasurer Position Description.pdf
Vice President Position Description.pdf

Conflict of Interest Form

Conflict of Interest Form 2012.pdf

Management Committee Orientation Manual

Management Committee Proxy Form

MC Proxy Form.pdf