



NTWWC Committee of Management Charter

1. PURPOSE OF CHARTER

The Charter sets out the role, composition and responsibilities of the NT Working Women's Centre Committee of Management ("COM"). The operations of the COM are also governed by the NTWWC Constitution, policies, and Strategic Plan.

2. PURPOSE OF THE COM

The COM purpose is to ensure compliance, performance and risk management processes. The COM ensures that the NTWWC complies with all legal requirements, including the NTWWC constitution, the Associations Act, employment laws, occupational health and safety laws. The COM assists the NTWWC to perform to its best potential, by developing and implementing a vision and ensuring it is embedded into the organization's operations, and by approving a strategic plan and policies and monitoring them regularly. The COM will identify risks and their causes and manage them appropriately.

2. ROLES AND RESPONSIBILITIES

The COM has no operational involvement in the conduct of organization's business activities and delivery of services. Whilst maintaining ultimate responsibility, the COM has delegated authority for the day to day activities of the organization to the Coordinator.

The roles and responsibilities of the COM are to:

- Provide effective leadership by articulating the organization's values, vision, and strategies
- develop strategic (direction) plans and ordering strategic priorities
- develop and maintain an organization structure to support the achievement of agreed strategic objectives
- Monitor the performance of the Coordinator
- Review and agree on the annual budget proposed by the Treasurer
- Monitor the achievement of the strategic plan and annual budget outcomes
- Establish such sub-committees, policies and procedures as will facilitate the more effective discharge of the organisation
- Ensure that all significant systems and procedures are in place for the organization to run effectively, efficiently, and meet all legal and contractual requirements
- Ensure that all significant risks are adequately considered and accounted for
- Ensure that the NTWWC has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.

4. MEETINGS, MEMBERSHIP AND TERM

The Constitution provides for a maximum of 7 COM members.

Members must be free from any interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the member’s ability to act in the best interests of the organization.

Tenure: COM members hold office for a term of two years, and may serve a maximum of three consecutive terms, after which they must not serve another term for a period of 12 months. Where a COM member is serving a term or consecutive term, their position does not become vacant at the annual general meeting.

The COM meets monthly.

5. COM CULTURE AND STANDARDS

COM members are asked to meet the following standards:

1. I will be actively engaged – this means I will ask questions, be willing to challenge, be honest in my opinions, and participate in discussion and debate.
2. I will aim for consensus decision making, but am happy to vote on decisions when necessary.
3. I will actively seek out other members’ views and contributions.
4. I will be responsible and prepared - this means I will read the papers before each meeting, I will actively seek out adequate knowledge about the NTWWC, I will insist on sufficient information to enable informed debate and decision making.
5. I will take responsibility – this means I will volunteer my time and follow through on all tasks, I will respond to emails and will RSVP for meetings.
6. I will work in the interests of the NTWWC as per the NTWWC Code of Ethics - this means I will not give thought to personal gain and I will maintain confidentiality.
7. I will respect and work collaboratively with all COM members.
8. I will devote sufficient time to the duties of a COM member
9. I will uphold high ethical standards at the COM level.
10. If I can’t carry my load, or uphold these standards or if I can’t agree with what’s going on, I should resign.

8. REVIEW OF CHARTER

The COM will review this charter annually to ensure it remains consistent with the COM’s objectives and responsibilities.

I,, agree to the terms of this Charter and agree to uphold it as a member of the NTWWC COM.

Signed.....

Witnessed by COM Chairperson.....

Dated.....