

**WELCOME TO THE COMMITTEE OF MANAGEMENT
(COM) OF THE
NORTHERN TERRITORY
WORKING WOMEN'S CENTRE**



NT Working Women's Centre

INDUCTION KIT

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ATTACHMENTS:

1. NTWWC Constitution
2. Strategic Plan
3. Annual Report
4. *Don't be a Token Director* – Personal Liability in Community Organisations

1. Introduction

The Northern Territory Working Women's Centre Inc ("NTWWC" or "the Centre") is charged with legal responsibilities under federal legislation: the *Fair Work Act 2009* and NT legislation: the *Associations Act* and *Associations Regulations*.

The Centre is partly funded by the federal and NT governments; it has a Services Contract in place with the Fair Work Ombudsman (FWO) and a Memorandum of Understanding with the NT Department of Business (DOB). Both agreements impact on the way the funding is spent.

The Centre is managed by a Committee of Management ("the COM") which has the ultimate responsibility for the Centre.

This package outlines basic information that is relevant to the Centre, the COM and individual members of the Committee.

2. The Committee of Management

The COM is drawn from interested women in the community who are members of the NTWWC.

The Committee is bound by, and works within, the following guidelines for the successful operation of the Centre:

- Relevant legislation;
- The Centre's Constitution;
- Services Contract and Memorandum of Understanding; and
- The Centre's internal guidelines and policies.

In addition, the Centre is guided by the federal workplace relations system and feedback from interested parties in the broader community, to ensure we remain responsive to community needs and expectations.

3. Constitutional Role and Responsibility

The responsibilities, functions and powers of the Committee under the Centre's constitution are:

- to ensure the Working Women's Centre objects are carried out through the operation of the Centre's and other associated projects;
- to further the objects of the Centre through lobbying, networking, liaison and policy development;
- to employ staff, including a Co-ordinator, to manage the day-to-day affairs of the Centre, upon such terms and conditions as approved by the Committee;
- to manage the Centre's finances within the accountability standards required by funding bodies;

- to comply with laws and regulations affecting the Centre;
- to monitor and evaluate the Centre and related projects;
- to promote the objects of the Centre;
- to exercise the powers of the Centre;
- to interpret the meaning of the constitution and any matter relating to the Centre on which the constitution is silent;
- to appoint a Public Officer and to oversee the performance of these duties;
- to observe confidentiality in all matters; and
- to declare conflict of interest in matters where it might arise.

4. Constitutional Duties of the Officers

4.1 CHAIRPERSON AND VICE-CHAIRPERSON

- The Chairperson must chair all general meetings and Committee meetings.
- If the Chairperson is absent from a meeting, the Vice-Chairperson must preside at the meeting.
- If the Chairperson and the Vice-Chairperson are both absent, the meeting must be presided by:
 - a member elected by the other members present, if it is a General Meeting; or
 - a Committee member elected by the other Committee members present, if it is a Committee meeting.

4.2 SECRETARY/PUBLIC OFFICER

The Secretary/Public Officer must:

- co-ordinate the correspondence of the Centre;
- give all members notice of general meetings and special resolutions in the manner and time prescribed by this Constitution;
- ensure minutes of all proceedings of general meetings and of committee meetings are kept in accordance with section 38 of the Act;
- maintain the register of members in accordance with section 34 of the Act;
- have custody of all books, documents, records and registers of the NTWWC, other than those required by clause 36 to be in the custody of the Treasurer;
- ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act; and
- keep a current copy of the Constitution of the NTWWC.

4.3 TREASURER

The Treasurer must:

- receive all moneys paid to or received by the NTWWC and issue receipts for those moneys in the name of the NTWWC;
 - pay all moneys received into the account of the NTWWC within 5 working days after receipt;
 - make any payments authorised by the management committee or by a general meeting of the NTWWC from the NTWWC'S funds; and
 - ensure cheques are signed by her and at least one other management committee member, or by any 2 other management committee members authorised by the management committee.
- the treasurer must ensure the accounting records of the NTWWC are kept in accordance with section 41 of the act.
 - the treasurer must coordinate the preparation of the NTWWC'S annual statement of accounts.
 - if directed to do so by the chairperson, the treasurer must submit to the management committee a report, balance sheet or financial statement in accordance with that direction.
 - the treasurer has custody of all securities, books and documents of a financial nature and accounting records of the NTWWC.

5. General Roles and Responsibilities

The members of the Committee are jointly responsible for the overall operations of the NTWWC. They are responsible to the funding body for the way grant money under a service contract or agreement is spent. They are also responsible for making sure that the Centre is accountable in its practices and that they follow all the rules and laws that are relevant to the projects and activities of the Centre.

The following seven categories broadly explain the responsibilities and role of the Committee.

5.1 LEGAL RESPONSIBILITIES AND ROLE

The legal responsibilities of the Committee include meeting the requirements of the relevant Federal, State and Local Government laws and regulations, for example incorporation.

The Committee must:

- ensure that the Centre follows its rules and holds an Annual General Meeting and elects committee members;
- ensure that the members hold regular Committee meetings;
- keep a record of the Committee's decisions and discussions in writing and keep a set of signed minutes for inspection if and when requested;
- advise the Office of Business Affairs of any changes to the rules or constitution within the stipulated timeframe;
- ensure that the required insurance cover is taken out and maintained;
- ensure that the legal requirements covering all staff are met; and
- ensure the legal requirements of Service Agreements or Contracts, such as reporting and accountability, are met.

5.2 FINANCIAL RESPONSIBILITIES AND ROLE

The Management Committee is responsible for the financial management of the Centre.

This incorporates:

- Making good, informed decisions about the spending or investing of interest from any funds.
- Making sure programs and projects stay within their budgets and spending money in the right way according to their service agreement while getting the most value out of the money to advance the Centre's strategic plan.
- Making sure that financial requirements, such as preparing receipts and bank reconciliations, are complied with.
- Ensuring financial statements are prepared for the Committee.
- Making sure that financial requirements, such as superannuation laws, fringe benefits taxes and insurances are complied with.
- Presenting an audited financial report to the members at the AGM.
- Sending acquittals to government for program funding as per the table of dates in the funding agreements.
- Appointing cheque signatories so that all of the Centre's cheques are signed by two people.

5.3 EMPLOYMENT RESPONSIBILITIES AND ROLE

Responsibility for the day to day management of staff is delegated to the Coordinator. The Committee's responsibilities regarding the management of staff are:

- Ensuring appropriate practises in the recruiting, selecting and employing of staff.
- Making sure staff knows what their role is, how they fit into the objectives of the Centre and what is expected of them to meet those objectives.
- Ensuring staff are paid the right wage at the right level for their skills.
- Ensuring a work climate exists where staff are given the tools and space they need to do their job effectively.
- Helping staff to access training and appropriate supervision through effective management.
- Setting the right standards for staff and developing strong policies or rules that support equal opportunity actions.
- Making sure work conditions are safe.

5.4 PREMISES & EQUIPMENT RESPONSIBILITIES AND ROLE

It is the responsibility of the Committee to ensure that the Centre is a safe work place for staff, clients and visitors; that confidential records are kept in a secure environment; and that assets are recorded.

6. Service Agreement / Service Contract

Service Agreements or Contracts are legally binding agreements that set out the details of everything that the funding body and the NTWWC have agreed on for a particular financial year.

The current Service Contract with the Federal Government (FWO) provides funding until June 2016. This unprecedented funding security follows many years of uncertainty and strain, two national reviews and countless hours of lobbying.

In 2012 the NTWWC signed a 4 year Memorandum of Understanding with the NT Government (DOB). (NT funds were first provided in 2006).

7. Public and Private Information:

Some of the information at the NTWWC is confidential and must be kept confidential.

The Federal *Privacy Act 1988* and the NT *Information Act* outline the rules and process for accessing information, including personal information, and for correcting personal information.

For additional details about any of the topics in this Kit, feel free to ask the staff or Committee members in the first instance.

ATTACHMENTS:

1. NTWWC Constitution
2. Strategic Plan
3. Annual Report
4. *Don't be a Token Director* – Personal Liability in Community Organisation

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The information in this series has been developed by staff and members of the Committee of the NTWWC.

Research and publications are as follows:

- NTCOSS Darwin – Library Support
- A number and variety of older version NTCOSS SA Publications on Good Management – mostly untitled and undated.
- DCLS Community Based Management Kit for Committees of Management. Undated; Untitled
- Adirondack, S. 1998 Just About Managing 3rd edit.
- VCOS, 1993 from Good Intentions to Good Practise.