

CoM Structure & Position Descriptions

Suggestions for 2024-25 to spread the workload with back-ups

All Committee positions have a specific role as well as general responsibilities

PNH Committee Executive roles

1. PNH President
2. PNH Vice-President (portfolio)
3. PNH Secretary
4. PNH Treasurer (appointed)

PNH Committee - General Members & portfolios

5. Assistant Treasurer (appointed)
6. Assistant Secretary
7. Risk & Compliance
8. Facilities Refurbishment
9. Quality & Performance
10. Strategic Marketing
11. Program Policy
12. Governance documentation control

Governance Portfolios

2. Vice-President (executive position)

The Vice-President must take the role of the President in the absence of the President or when requested. The work of the President will be shared with Vice-President.

5. Assistant Treasurer (General Committee Member)

The Assistant Treasurer provides back-up to the Treasurer at all times, particularly in the absence of the Treasurer. Responsibilities on behalf of the committee and as part of the Finance subcommittee

- Assist in ensuring compliance to all rules under the PNH Constitution Section 8 — Financial Matters, for management of funds, financial records, and preparation of financial statements
- Provide advice on continuous improvement of financial processes
- Take on specific responsibilities in financial processing and reporting, e.g. may be 2nd authorisation in payments, be given responsibilities in preparation of reports to committee
- Have access to PNH bank accounts and the financial systems and be familiar with PNH financial system and processes (as per the Constitution)

6. Assistant Secretary (General Committee Member)

The Assistant Secretary provides back-up to the Secretary at all times, particularly in the absence of the Secretary. The work of the Secretary will be shared with Assistant Secretary.

7. Risk & Compliance (General Committee Member)

The Risk and Compliance Portfolio includes:

- Business risk, Risk Policy and the Risk Register (as per the Risk and Compliance Framework)
- OH&S and the Child Safety policy
- Audit procedures

Responsibilities on behalf of the committee:

- Conduct an annual audit and provide advice to the committee regarding risk and compliance
- Provide advice on risks and compliance to regulations and obligations
- Maintain the risk and compliance policy and procedure documents, and any records related to risk and compliance.

8. Facilities Refurbishment (General Committee Member)

The purpose of this portfolio is to lead/drive the refurbishment of Portarlington Community Centre (Parks Hall), under committee direction. Responsibilities on behalf of the committee:

- make recommendations to ensure PNH has the best facility option, and
- negotiate government funding and CoGG to refurbish Parks Hall as per the 2023 CoGG Scoping Study recommendations.

9. Quality and Performance (General Committee Member)

The Quality and Performance Portfolio is to manage the processes for evaluating operational performance against strategy and against quality standards. Responsibilities on behalf of the committee:

- Develop processes for data collection and reporting (maintain the Evaluation Framework doc).
- Provide analysis of operational performance

10. Strategic Marketing (General Committee Member)

The Strategic Marketing portfolio is to manage PNH profile and reputation in the community, including any Marketing Plans and KPIs.

11. Governance Documentation Control (General Committee Member)

The Governance Documentation Portfolio is to maintain currency of all governance documents, and manage official PNH records for governance documents (M-drive) and annual review processes.

12. Program Policy (General Committee Member)

This portfolio is to maintain the policies that govern program planning and delivery (Member Activities and Community Events) including handbooks and tools for operational personnel.

PNH General Committee Member - position description

General responsibilities

As part of the committee working in collaboration, responsible for all aspects of governance, overseeing the affairs of the incorporated association, ensuring its contractual, legal and policy obligations are met (compliance) and that the organisation is soundly managed for the benefit of members and the community to achieve its mission, vision and strategic objectives (performance).

The 6 broad governance responsibilities include:

- Provide clear operational frameworks (via structures, policies, authority framework, etc.)
- Compliance Management
- Stakeholder Management
- Risk Management
- Financial Performance
- Strategy and Performance

Specific Responsibilities

General Committee members will be expected to take on a portfolio for a specific part of the governance role. Training and support will be provided for these roles.

Committee code of conduct

- Act in accordance with the law, PNH Constitution, PNH Policies and PNH committee Handbook, PNH Code of Conduct and this committee Code of Conduct
- Act with due diligence, attend committee meetings, devote sufficient time to prepare for these meetings, be well informed about all issues affecting the organisation, and consider all data and alternative solutions to participate in the committee's decision-making
- Consider the best interests of the organisation when making decisions or voting on an issue
- Be loyal to the committee, abiding by committee decisions once reached
- Ensure confidentiality of sensitive information
- Ensure fair and full participation of all committee members, and ensure that the independent views of all committee members are given due consideration and weight
- Be respectful to other committee members, avoiding negative and personal comments about all individuals
- Act within the terms of PNH Conflict of Interest Procedures if a conflict of interest arises
- Ensure appropriate time commitment to committee activities and to committee portfolio and project activities.

Election and Term

General committee members are directly elected by the PNH members at the Annual General Meeting each year and hold the position until the next Annual General Meeting. Committee can appoint a member to a casual vacancy.

Other requirements

Committee members may be required to complete a Police Check, a Working with Children check and an RSA.

PNH President - position description

The President is the principal office bearer for the organisation and has overall responsibility for the integrity of the committee's processes. The President leads the committee to prioritise the organisation's annual plan and goals, and keeps the committee on track. The President is responsible for chairing and facilitating effective committee meetings, and liaison between the committee and the Program Manager.

General responsibilities

As part of the committee working in collaboration, responsible for all aspects of governance, overseeing the affairs of the incorporated association, ensuring its contractual, legal and policy obligations are met (compliance) and that the organisation is soundly managed for the benefit of members and the community, to achieve its mission, vision and strategic objectives (performance).

The 6 broad governance responsibilities include:

- Provide clear operational frameworks (via structures, policies, authority framework, etc.)
- Compliance Management
- Stakeholder Management
- Risk Management
- Financial Performance
- Strategy and Performance

Specific responsibilities

On behalf of the committee and as per the Constitution:

- Take the lead for strategic planning
- Represent the views of the members and be the spokesperson for the organisation as required
- Sign Funding Agreements and Contracts as required
- Manage committee meetings by leading the meetings in order to achieve productive outcomes; ensuring fairness and even-handedness in all meeting process matters; ensuring the committee stays within its governance role at meetings; and setting the agenda for meetings in consultation with the Secretary
- Supervise and support the PNH Program Manager
- Take control in the event of a critical incident as per the *Emergency Management Policy*.

Committee code of conduct

- Act in accordance with the law, PNH Constitution, PNH Policies and PNH committee Handbook, PNH Code of Conduct and this committee Code of Conduct
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- Consider the best interests of the organisation when making decisions or voting on an issue
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- Be respectful to other committee members, avoiding negative and personal comments about all individuals
- Act within the terms of PNH Conflict of Interest Procedures if a conflict of interest arises
- Ensure appropriate time commitment to committee activities and to committee portfolio and project activities.

Election and Term - The President is elected by the PNH members at the Annual General Meeting each year and holds the position until the next Annual General Meeting. Committee can appoint a member to a casual vacancy.

Other requirements - Committee members may be required to complete a Police Check, a Working with Children check and an RSA. The President should complete a *First Entrant Liquor Licence* training course.

PNH Secretary - position description

The PNH Secretary is responsible for notices to meetings, the integrity of the membership applications processes, the integrity of the membership register, and maintaining the relevant documents and records of the association.

General responsibilities

As part of the committee working in collaboration, responsible for all aspects of governance, overseeing the affairs of the incorporated association, ensuring its contractual, legal and policy obligations are met (compliance) and that the organisation is soundly managed for the benefit of members and the community to achieve its mission, vision and strategic objectives (performance).

The 6 broad governance responsibilities include:

- Provide clear operational frameworks (via structures, policies, authority framework, etc.)
- Compliance Management
- Stakeholder Management
- Risk Management
- Financial Performance
- Strategy and Performance

Specific Responsibilities

- **Maintain PNH official non-financial records (M-Drive)**
- Manage committee inward and outward correspondence.
- Manage processes for the Notice of committee meetings and general meetings in accordance with the Constitution
- Record minutes, and ensure maintenance of records of committee meetings and general meetings
- For general meetings, receive proxy votes from members and ensure all the requirements of the Constitution are carried out.
- Ensure member application and resignation processes are undertaken as per the Constitution, and the *Register of Members* is maintained
- Receive requisitions and make preparations for a Special General Meeting held at the request of members as specified in the Constitution
- The Secretary may delegate aspects of the role to another committee member or staff but at all times remains accountable and must ensure responsibilities are carried out.

Committee code of conduct

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- Act within the terms of PNH Conflict of Interest Procedures if a conflict of interest arises
- Ensure appropriate time commitment to committee activities and to committee portfolio and project activities.

Election and Term - The Secretary is elected by the PNH members at the Annual General Meeting each year and holds the position until the next Annual General Meeting. Committee can appoint a member to a casual vacancy.

Other requirements - Committee members may be required to complete a Police Check, a Working with Children check and an RSA.

PNH Treasurer - position description

The Treasurer is responsible for overseeing the organisation's financial management and records.

General responsibilities

As part of the committee working in collaboration, responsible for all aspects of governance, overseeing the affairs of the incorporated association, ensuring its contractual, legal and policy obligations are met (compliance) and that the organisation is soundly managed for the benefit of members and the community to achieve its mission, vision and strategic objectives (performance).

The 6 broad governance responsibilities include:

- Provide clear operational frameworks (via structures, policies, authority framework, etc.)
- Compliance Management
- Stakeholder Management
- Risk Management
- Financial Performance
- Strategy and Performance

Specific Responsibilities

- Coordinate a Finance subcommittee under a Terms of Reference
- Ensure that financial reporting and accounting processes meet contemporary Accounting Standards and that PNH complies with reporting requirements of relevant regulators and funders e.g. Consumer Affairs Victoria (CAV); Australian Charities and Not-for-Profits Commission (ACNC); and Dept. Health and Human Services (DHHS).
- Manage the PNH Financial Management Policy
- Prepare the annual budget and /or a financial strategy for presentation to the committee
- Present monthly financial reports to committee
- Prepare the Annual Financial Report to Members for the Annual General Meeting
- Ensure payment and record of all monies owed by the Association, and ensure the collection and receipt of all monies due
- Ensure the preparation of wages for staff and payments for staff including appropriate deductions for taxation, payment of superannuation and provision for long service leave entitlements
- Ensure that Australian Taxation Office, Work Cover Authority and Superannuation Guarantee Fund requirements are met
- Recommend to the committee investment strategies for funds
- Ensure financial records are kept for a period of seven years.

Committee code of conduct

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- Ensure appropriate time commitment to committee activities and to committee portfolio and project activities.

Election and Term - The Treasurer is appointed by the Committee for a specified term.

Other requirements - Committee members may be required to complete a Police Check, a Working with Children check and an RSA.