

# Welcome to the New Committee Members

Congratulations on your election to the Committee. We know some of you will be wondering what you have got yourself into, however being a Committee Member can be a rewarding experience. As a member of a Management Committee, you all share the following responsibilities:

1. Planning – establishing and reviewing strategic and operational plans.
2. Policy and decision making – establishing policies and procedures and recording decisions and actions on matters concerning the organisation.
3. Management – making sure everyone does their job, that the organisation is properly administered, and that the committee is actively involved in the activities of the organisation.
4. Legal – ensuring the organisation is keeping proper records and complies with any relevant legislation and the organisation's constitution/ rules.
5. Financial – ensuring that all finances are properly managed, that records are audited annually and that accountability requirements of funding providers are fulfilled.
6. Evaluation – monitoring all activities by the organisation with feedback contributing to the continuous improvement in governance and service delivery.

As a member of the Management Committee you should:

- Act honestly and in good faith.
- Ensure the organisation carries out activities in accordance with its intended purpose.
- Act in the best interests of the organisation.
- Exercise powers for their proper use.
- Respect privacy and confidentiality of information obtained in the course of the operation of the organisation.
- Disclose potential conflicts as they arise and remove yourself from that particular discussion or decisions.
- Adhere to the organisations Code of Conduct.

We wish you the best of the luck in your new role. Please feel free to contact us for more information on your role and responsibilities or if there is anything you need assistance with.