



Central Highlands Association of Neighbourhood Houses

Executive Requirements and Reimbursements Policy

Document Control

Policy Title:	Executive Requirements and Reimbursements		
Policy Number:	GOV004	Version Number:	2
Date Ratified:	25.01.2018	Review Date:	March 2019

Relevant standards, legislation and other documents:

- Incorporations Act
- Victorian Human Rights Charter
- DHHS Service Agreement Information Kit

Definitions: (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DHHS	Department of Health and Human Services
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DHHS within the Central Highlands area
CoM	Individuals representing member houses in CHANH Committee of Management
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Vice President, Treasurer and Secretary

Central Highlands Association of Neighbourhood Houses

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Policy Declaration

CHANH recognises that the role of the Executive Team is an integral one to the successful management of our organisation. The Executive Team must ensure relevant legislation is implemented, CHANH strategy and goals are maintained, member needs are identified and appropriately responded too, and organizational privacy is maintained.

Purpose:

This policy defines key arrangements to support and communicate efficient executive roles and responsibilities.

Owner:

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

Application:

This policy applies to any CoM members holding executive office within CHANH.

Policy Rationale

By the nature of our membership, Executive Team roles are filled by individuals who are already managing complex and challenging roles alongside their CHANH Executive responsibilities. Effective and efficient executive coordination is essential to ensuring requirements are met.

Procedures

In order to support the Executive Team the following arrangements are in place:

Portfolios

The executive roles will administer the following portfolios:

- President - management of Networker, priority actions and Network meeting
- Vice President - oversee maintenance and implementation of CHCHN policies and protective documentation (eg, Risk Register) as per Policy Development and Maintenance Policy
- Secretary - management of organizational compliance and reporting
- Treasurer - management of organizational finances

Time Requirement

The Executive Team will:

- Meet once a year following the AGM for an annual planning day, setting meeting dates and priority actions for the coming year
- Meet 2-3 weeks prior to the Representative Committee meeting to review agenda and materials
- Provide 1-3 hours' time to support staff each month to ensure portfolios are managed and coordinated.

Support Staff

The President, Vice President and Secretary will receive support from the Networker to operationalize their portfolios.

The Treasurer will receive support from an appointed bookkeeper to manage CHANH accounts, as per the Financial Management Policy.

Reimbursement

Each member of the executive team will receive a reimbursement of \$700.00 (to be reviewed annually) to their member house. Executive Member houses will invoice CHANH following appointment at the AGM. This is separate to the payment made to the bookkeeper for account management.

Related Organisational Policies and Procedures:

- Executive Planning Day
- Executive Reimbursement
- Operations Handbook (Compliance Calendar)
- Financial Management Policy
- Performance Management Policy
- Critical Information Management Policy
- Privacy Policy
- Policy Development and Maintenance Policy

Responsibilities

Executive Team:

- To implement and monitor policy

Members:

- To be informed of the Executive Requirement and reimbursements
- To participate in policy reviews as required

Staff:

- Implementation of policy, as outlined in position descriptions
- Participation in policy review as required

Breach of Policy

A breach of this policy may result in disciplinary action up to and including termination of employment.