

Policy Number: 43 Committee of Management

(Replaces Committee of Management Meetings and Committee of Management Selection and Training Policies)

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Version No. 02

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PURPOSE

The Committee of Management is responsible for strategic issues such as defining the purpose of the organisation and setting its directions.

The Northern Geelong Rental Housing Co-operative Ltd (NGRHC) recognises that fair and effective selection and training of appropriate Committee members is an important factor in ensuring good governance of the organisation and that the issues discussed at the meetings may be of a sensitive and private nature.

This policy establishes the approach of NGRHC to:

- meetings,
- composition; and
- selection and training.

SCOPE

This policy affects all renter-members and non-member Directors of the NGRHC.

RELEVANT CO-OPERATIVE OBJECTIVES

Housing Registrar Performance Standards for Registered Housing Providers.

POLICY STATEMENT

The NGRHC Committee of Management will instill and continually reinforce a culture across the organisation of acting lawfully, ethically and in a socially responsible manner.

Committee of Management – guiding principles

- Create, protect and return member value;
- Lay solid foundations for management and oversight;
- Structure the Board to add member value;
- Act ethically and responsibly;
- Safeguard integrity;
- Make timely and balanced disclosure;
- Respect the rights of members and other stakeholders; and
- Recognise and manage risk.

Meetings

Committee members and non-member Directors cannot discuss issues raised at the Committee of Management meetings with other renter-members where the conversation may contravene privacy laws or NGRHC policies.

- All committee members and non-member Directors will meet at least 9 times per year
- The minutes of the meeting will be available within one week;
- All renter-members are free to ask to see the minutes of any CoM meeting; and
- If a renter-member wishes to raise any issue with an item contained in the minutes they should inform the Manager. This will then be placed on the agenda for the next CoM meeting.

Composition

The Committee of Management (CoM) must consist of 7 renter-member Directors and 2 non-member Directors.

NGRHC aspires to achieve the target set by Homes Victoria to ensure a minimum composition of 50% (or at least 4) female Directors to maintain a level of gender equality on the CoM.

Selection and training

- All nominees for Committee of Management positions are to meet the requirements of the NGRHC Rules;
- The notification of available positions and election of renter-member and non-member directors are to be in accordance with NGRHC Rules;
- New Committee of Management members and non-member Directors are to be provided with induction training by staff and more experienced members of the NGRHC Committee;
- All Committee members and non-member Directors will abide by the guidelines set out in the NGRHC Governance Manual and Information Technology Management Policy;
- All Committee members and non-member Directors shall receive regular governance training; and
- Induction training and governance training shall be regularly evaluated and modified as required to meet appropriate standards.
- Equipment belonging to NGRHC which is used by CoM members will remain the property of NGRHC and is to be handed back at the end of a Director's term.

DEFINITIONS

In this policy:

Committee of Management also referred to as the Board.	Committee consisting of up to 9 Directors elected to govern the Co-op on behalf of the Members. The business of the Co-op is to be managed by or under the direction of the board of Directors, and for that purpose the Board has and may exercise all the powers of the Co-operative that are not required to be exercised by the co-operative in a general meeting. (Quote from Rules)
Renter-Member	Those eligible to vote according to the NGRHC Rules.
Non-Member Director	Not an active member but someone who possesses special skills in management or other technical areas of benefit to the Co-op who is elected by the Committee of Management
Director	A person qualified to be a director under sub-rule (1) (a) of the NGRHC Rules is known as a Director

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Induction Training	Training that is delivered by a member of the Committee of Management or Staff to introduce new members to the Co-op and the governance roles within it.
Meetings	Official gathering of members to conduct business under the NGRHC Rules which can be either annual or general.
Overall Authority	Overall authority rests with the Members of the Co-op who, according to NGRHC Rules, have the authority to call a Special General Meeting to vote on a Director's position or membership. Directors bear the responsibility (including financial) for good governance and any contravention of the law.

RELATED DOCUMENTS

The Rules of the NGRHC

CoM Induction Manual

CoM Governance Manual

Human Rights and Equal Opportunity Policy

NGRHC Code of Conduct

Privacy and Information Sharing Policy

Complaints and appeals Policy

Information Technology Management

Conflict of Personal Interest Declaration – Co-operative tenant-members and non-member Directors

Proposal Response Schedules – Attachment 3 – Social Housing Growth Fund – Regional Round published 19/10/21

LEGISLATION AND STANDARDS

This policy implements NGRHC's obligations under:

- Co-operative and Mutual Enterprise (CME) Governance Principles
- National Community Housing Standards
- Performance Standards for Registered Housing Agencies

Transparency and accessibility

This policy is available on the NGRHC website www.ngrhc.org.au/policy