



Management Committee

The service's Constitution governs the role of the Management Committee.

In general, the Management Committee oversees the operation of the service and ensures that all members of the service have the chance to play an active part in the committee and that everyone is informed and included.

General responsibilities include:

- Ensuring that all statutory regulations and the organisation's own rules are observed;
- Being involved in the day-to-day operations of the service, including awareness of all issues that arise;
- Convening meetings in accordance with the Constitution of the organisation;
- Allowing for all members to be heard during meetings;
- Identifying tasks to be performed and decisions to be made;
- Ensuring that all employees are completing their tasks; and
- Representing the committee at events and meetings.

Finance and Administration

The Management Committee ensures that the Centre's financial affairs are conducted correctly and efficiently and that all tasks have been completed according to Centre policies and procedures.

The service depends on the efficiency with which records, correspondence and other communications are kept and maintained.

These responsibilities include:

- Planning the annual budget, including the setting of fees;
- Presenting a monthly statement of income and expenses;
- Proposing recommendations regarding capital expenditure;
- Preparing the financial records for the annual audit;
- Ensuring that all financial records are maintained and stored in a secure location;
- Maintaining all legal documents, employment records, Constitution, leases etc;
- Maintaining a register of all members and committee members;
- Calling meetings and giving required notice for meetings, including the AGM, as required by the Constitution;
- Ensuring that all correspondence is kept up to date and available for inspection; and
- Recording minutes of all meetings, cross checking for accuracy with Chairperson and distributing minutes and action plans promptly.



Committee Meetings

Management Committee meetings are vital to the effective functioning of the service. They are the means by which the committee exercises its responsibility for leading the service.

Meetings are necessary for:

- Decision making;
- Reporting;
- Review;
- Problem solving; and
- Discussion.

The Service's Constitution should state how often meetings are held and how many people are required for a quorum. A meeting cannot start or transact business until there are a minimum number of voting members present – a quorum. Without a quorum, the meeting is never properly constituted; it cannot transact business validly.

The following information outlines the types of meetings that an Outside School Hours Care service would hold.

A: Ordinary Committee Meetings

Ordinary committee meetings are held regularly, with a frequency of no less than once a term. They are generally attended by the Management Committee and the coordinator and are open to other interested persons connected with the service – for example, parents, school principal, other staff, etc. The Management Committee must advise other attendees if all or part of a meeting is closed to anyone except the office bearers – this information must be included in the Constitution.

The business of an Ordinary Committee Meeting is to:

- Monitor and review progress towards meeting the aims of the organisation;
- Ensure all activities are consistent with the service's purpose and mission;
- Plan annual general meetings;
- Initiate and review internal and external policy positions and statements;
- Decide on management and governance systems and processes;
- Decide on the most appropriate methods of fund raising and considering applications for funding;
- Delegate work;
- Discuss and make decisions on new proposals;
- Plan and identify new opportunities; and
- Discuss any staffing issues.

B: Annual General Meeting

An Annual General (AGM) must be held at least once in each calendar year and within two months from the end of the financial year.

The main purpose of an AGM is to comply with legal requirements, such as the presentation of reports on the activities of the service, the presentation and approval of the audited accounts, election of office bearers, and appointment of the auditor for the new accounting term.



The business of an AGM is to:

- Confirm the minutes of the last AGM and of any special general meeting held since that meeting;
- Receive the report from the Chairperson/President on the activities and overall performance of the service during the last year;
- Receive the reports from the Coordinator and any sub-committees;
- Receive and consider the annual financial statement from the Treasurer and discuss any comments from the Auditor;
- Elect office-bearers, including ordinary members of the committee; and
- Elect the Auditor.

C: Special General Meetings

A Special General Meeting (SGM) is usually hold when an issue arises which requires the input of the entire membership and is too serious too urgent to wait until the next AGM. Members should be informed of the meeting and a quorum must be present.

An SGM is also known as an Extraordinary Meeting or an Emergency General Meeting.

The business of an SGM is to:

- Deal with issues that arise requiring a majority decision – for example, a significant change in the structure of the service; and
- Deal only with the business specified in the notice convening a special general meeting.

MAKING MEETINGS PRODUCTIVE

Management Committee meetings are more productive if they are planned beforehand. Meetings are an opportunity for members of the service to get together to plan, communicate essential information, discuss issues, and make decisions. Meetings give everyone the opportunity to have a say in how and how things are, or should be done.

One of the requirements of a successful meeting is to be clear about the purpose of a particular meeting. This can be achieved by circulating the agenda (a list of items to be discussed at a meeting) in advance of the meeting.



MINUTES OF MEETINGS

The Management Committee is responsible for taking and distributing minutes of meetings. Minutes ensure accountability and are a permanent record of the services activities.

Minutes should be:

- Written up as soon as possible after the meeting;
- A clear and concise record of the meeting;
- Reviewed with the Chairperson/President before being distributed; and
- Distributed as soon as possible after the meeting so that tasks allocated at the meeting can be undertaken.

FOLLOW UP AFTER MEETINGS

The Management Committee follows up on business arising and decisions made at meetings to:

- Ensure tasks set at the meeting have been completed;
- Delegate other members to assist with tasks if necessary; and
- Ensure that reports are prepared and tabled.

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