

# GOVERNANCE POLICY

Policy number	1	Version	2
Drafted by	Management Committee	Approved by	18/9/13 Management Committee on
Responsible person	Basia Klim	Scheduled review date	13/9/14

## PURPOSE

The Governance Policy is intended to clarify the content of the organisation's constitution by making explicit the underlying principles of governance approved by the organisation.

This policy does not cover legal or ethical issues concerning the role of the Management Committee or its members, which are addressed separately elsewhere.

## POLICY

The Management Committee of North Coast Radio Inc is an elective, representative, and collective body.

- It is **elective**, in that the determination of Management Committee members is the prerogative of members through the election process.
- It is **representative**, in that no member can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the organisation. Whatever the constituency of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
- It is **collective**, in that while each member should put the point of view of their constituency, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken Management Committee members are required to support that decision.

The function of the Management Committee of North Coast Radio Inc to collectively ensure the delivery of the organisation's objects, to set its strategic direction, and to uphold its values. The Management Committee should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

The responsibilities of the Management Committee that cannot be delegated to any other person or body include

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with its constitution
- Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them
- Strategic planning – reviewing and approving strategic direction and initiatives

- Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements
- Financial monitoring – reviewing the organisation’s budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation
- Financial reporting – considering and approving annual financial statements and required reports to government;
- Organisational structure – setting and maintaining a framework of delegation and internal control
- Leadership selection – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the organization’s Station Manager
- Succession and remuneration planning – planning for Management Committee, Station Manager and executive succession, and determining senior management remuneration
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise
- Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Board members, staff, the Station Manager, members, volunteers, or service users.
- Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable
- Management Committee performance and composition – evaluating and improving the performance of the Management Committee

### **Relationship with management**

The Management Committee should focus on the strategic direction and the core policies of the organisation, and avoid becoming involved in day-to-day operational decisions. Where individual Management Committee members do need to become involved in operational matters, they should separate their strategic role (where they operate independently of any direction) from their operational role (where they act at the direction of management).

See Constitution for details.

## **AUTHORISATION**

<Signature of Management Committee Secretary>  
 <Date of approval by the Management Committee >  
 <North Coast Radio Inc>

**Policies** can be established or altered only by the Management Committee.:

# GOVERNANCE PROCEDURES

Procedures number	1	Version	1
Drafted by	Basia Klim	Approved by	18/9/13
		Management	
Responsible person	Basia Klim	Committee on	
		Scheduled review date	18/9/14

## RESPONSIBILITIES

It shall be the responsibility of the Management Committee to establish and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting.

It shall be the responsibility of the Management Committee to clearly demarcate and delegate the functions of sub-committees, officers, the Manager, and other volunteers and agents.

It shall be the responsibility of the Manager to address key management and operational issues within the direction and the policies laid down by the Management Committee, including

1. Developing and implementing organisational strategies and making recommendations to the Management Committee on significant strategic initiatives;
2. Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for volunteers;
3. Developing the annual budget and managing day-to-day operations within the budget;
4. Maintaining an effective risk management framework;
5. Keeping the Management Committee and regulators informed about any developments with a material impact on the organisation's performance; and
6. Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

## **PROCEDURES**

### **Internal controls**

The Management Committee should set and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting. The Management Committee should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures.

### **Managing risk**

The Management Committee should undertake a full risk assessment (either periodically or on a rolling basis) and take appropriate steps to manage the organisation's exposure to significant risks. The Management Committee must regularly review the risks to which the organisation is subject, and take action to mitigate risks identified.

### **Management Committee review**

The Management Committee should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.

## **RELATED DOCUMENTS**

- Constitution
- Programming Policy
- Volunteers Policy
- Grievance and Dispute Resolution Policy
- Human Resources Policy

## **AUTHORISATION**

John Maloney Secretary  
approved by Management Committee 18/9/13

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