Governance Policy

Policy number	P002	Version	1.0
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Drafted by	Committee	Approved on	15/3/22
Responsible person	President	Scheduled review date	15/3/23

OUTLINE

In accordance with Code 1.2 of the Community Broadcasting Codes of Practice, this Policy and Procedure deals with corporate governance policies and procedures that support management, financial, and technical operations to meet all the legal requirements of Radio East Gippsland Inc. This policy is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision, and accountability of Radio East Gippsland Inc.

While the Management Committee takes ultimate responsibility for the governance of Radio East Gippsland Inc. it should also be the concern of volunteers, members, and other stakeholders to ensure the organisation is effectively and properly operated.

PURPOSE

The Governance Policy is intended to clarify the content of the Constitution by making explicit the underlying principles of governance.

This policy does not cover legal or ethical issues concerning the role of the Management Committee or its members, which are covered in other Policy documents.

PRINCIPAL

The Management Committee of Radio East Gippsland Inc. is an elective, representative, and collective body.

- It is elective, in that the persons serving on the Management Committee are determined by the members of Radio East Gippsland Inc. through an election process.
- It is representative, in that each person serving on the Management Committee will act in the best interests of the whole organisation and all members are committed to act selflessly and make decisions and vote on governance decisions solely in the best interests of Radio East Gippsland Inc.
- It is collective, in that while each member of the Management Committee 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.

POLICY

The function of the Management Committee of Radio East Gippsland Inc. is 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 the 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 organisation's leadership volunteers
- Succession and remuneration planning – planning for Management Committee, leadership volunteers and executive succession
- 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 Management Committee 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
- Board performance and composition – evaluating and improving the performance of the Management Committee.

MANAGEMENT COMMITTEE MEMBERS WITH OPERATIONAL ROLES

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 the Management Committee).