

Committee of Management Personnel Overview

The Committee of Management comprises:

- President
- Vice-President (with portfolio)
- Secretary
- Treasurer
- Six General Members, each with a specific portfolio allocated at first meeting:
Governance Documentation, Minute Secretary, Partnerships, Program & Personnel,
Risk & Compliance, Assistant Treasurer and Strategic Marketing.

Key Committee Responsibilities

All Committee members share responsibility for:

- Good governance and oversight of PNH
- Compliance with legal, contractual and policy obligations
- Risk management
- Financial performance
- Stakeholder relationships
- Strategy and organisational performance
- Acting in the best interests of PNH and its members
- Attending meetings, being prepared and contributing to decision-making
- Maintaining confidentiality, respectful conduct.

Office Bearers

President

- Leads the Committee and ensures effective governance and decision-making
- Leads strategic planning and keeps the Committee focused on annual goals
- Chairs Committee meetings and promotes productive, fair discussion
- Acts as spokesperson and represents members when required
- Signs agreements and contracts as authorised by the Committee
- Supervises and supports the Program Manager within the agreed operational framework
- Takes control during critical incidents.

Vice-President

- Acts as President in their absence
- Supports President as requested
- Undertakes an extra portfolio

Secretary

- Manages Committee and general meeting notices and correspondence as directed by President
- Maintains minutes and meeting records
- Oversees membership applications, resignations and the membership register
- Manages proxy votes and constitutional meeting requirements
- Ensures PNH's registration and non-financial records are maintained.

Treasurer

- Oversees financial management and financial records
- Prepares budgets/financial strategies and monthly financial reports
- Prepares the Annual Financial Report
- Oversees payments, receipts, wages, superannuation and statutory obligations
- Ensures appropriate financial records and reporting are maintained.

General Committee Members

Each General Member must take responsibility for a specific portfolio, with training and support provided.

<u>Portfolio</u>	<u>Main Focus</u>
Governance Documentation	Policy review, version control and governance records
Minute Secretary	Taking and preparing Committee minutes
Partnerships	Developing and maintaining relationships with other community organisations
Program & Personnel	Keep program and personnel policies current and implemented
Risk & Compliance	Risk register, OH&S, child safety, audits and compliance advice
Assistant Treasurer	Act as Treasurer in their absence
Strategic Marketing	PNH profile, reputation, marketing strategy and community presence