

CoM Position Descriptions 2025

PNH President

PNH Vice-President (with projects)

PNH Secretary

PNH Treasurer (appointed by PNH Committee)

PNH General Members X 6 each with a portfolio

1. General Member - Governance documentation portfolio
2. General Member - Minute Secretary portfolio
3. General Member - Partnerships portfolio
4. General Member - Program & Personnel Policy portfolio
5. General Member - Risk & Compliance portfolio
6. General Member - Strategic Marketing portfolio

PNH President

The President is the principal office bearer for the organisation and has overall responsibility for the integrity of the committee's processes. The President leads the committee to prioritise the organisation's annual plan and goals, and keeps the committee on track. The President is responsible for chairing and facilitating effective committee meetings, and liaison between the committee and the Program Manager.

General responsibilities

As part of the committee working in collaboration, responsible for all aspects of governance, overseeing the affairs of the incorporated association, ensuring its contractual, legal and policy obligations are met (compliance) and that the organisation is soundly managed for the benefit of members and the community, to achieve its mission, vision and strategic objectives (performance).

The 6 broad governance responsibilities include:

- Provide clear operational frameworks (via structures, policies, authority framework, etc.)
- Compliance Management
- Stakeholder Management
- Risk Management
- Financial Performance
- Strategy and Performance

Specific responsibilities

On behalf of the committee and as per the Constitution:

- Take the lead for strategic planning
- Represent the views of the members and be the spokesperson for the organisation as required
- Sign Funding Agreements and Contracts as directed by the Committee
- Manage committee meetings by leading the meetings in order to achieve productive outcomes; ensuring fairness and even-handedness in all meeting process matters; ensuring the committee stays within its governance role at meetings; and setting the agenda for meetings in consultation with the Secretary
- Supervise and support the PNH Program Manager within the operational framework
- Take control in the event of a critical incident as per the *Emergency Management Policy*.

Committee code of conduct

- Act in accordance with the law, PNH Constitution, PNH Policies and PNH committee Handbook, PNH Code of Conduct and this committee Code of Conduct
- Act with due diligence, attend committee meetings, devote sufficient time to prepare for these meetings, be well informed about all issues affecting the organisation, and consider all data and alternative solutions to participate in the committee's decision-making
- Consider the best interests of the organisation when making decisions or voting on an issue
- Be loyal to the committee, abiding by committee decisions once reached
- Ensure confidentiality of sensitive information
- Ensure fair and full participation of all committee members, and ensure that the independent views of all committee members are given due consideration and weight
- Be respectful to other committee members, avoiding negative and personal comments about all individuals
- Act within the terms of PNH Conflict of Interest Procedures if a conflict of interest arises
- Ensure appropriate time commitment to committee activities and to committee portfolio and project activities.

Election and Term

The President is elected by the PNH members at the Annual General Meeting each year and holds the position until the next Annual General Meeting. Committee can appoint a member to a casual vacancy.

Other requirements

Committee members may be required to complete a Police Check, a Working with Children check and an RSA. The President should complete a *First Entrant Liquor Licence* training course.

PNH Vice-President

The Vice-President must take the role of the President in the absence of the President or when requested.

The Vice-President also takes on project work OR a portfolio role if there is a committee vacancy.

General responsibilities

As part of the committee working in collaboration, responsible for all aspects of governance, overseeing the affairs of the incorporated association, ensuring its contractual, legal and policy obligations are met (compliance) and that the organisation is soundly managed for the benefit of members and the community to achieve its mission, vision and strategic objectives (performance).

The 6 broad governance responsibilities include:

- Provide clear operational frameworks (via structures, policies, authority framework, etc.)
- Compliance Management
- Stakeholder Management
- Risk Management
- Financial Performance
- Strategy and Performance

Specific responsibilities

As per the role of the President when required.

Committee code of conduct

- Act in accordance with the law, PNH Constitution, PNH Policies and PNH committee Handbook, PNH Code of Conduct and this committee Code of Conduct
- Act with due diligence, attend committee meetings, devote sufficient time to prepare for these meetings, be well informed about all issues affecting the organisation, and consider all data and alternative solutions to participate in the committee's decision-making
- Consider the best interests of the organisation when making decisions or voting on an issue
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- Be respectful to other committee members, avoiding negative and personal comments about all individuals
- Act within the terms of PNH Conflict of Interest Procedures if a conflict of interest arises
- Ensure appropriate time commitment to committee activities and to committee portfolio and project activities.

Election and Term

The Vice-President is elected by the PNH members at the Annual General Meeting each year and holds the position until the next Annual General Meeting. Committee can appoint a member to a casual vacancy.

Other requirements

The Vice-President may be required to complete a Police Check, a Working with Children check, an RSA or a *First Entrant Liquor Licence* training course.

PNH Secretary

The PNH Secretary is responsible for notices to meetings, the integrity of the membership applications processes, the integrity of the membership register, correct registration of PNH at relevant agencies such as ACNC, and maintaining the non-financial records of the association.

General responsibilities

As part of the committee working in collaboration, responsible for all aspects of governance, overseeing the affairs of the incorporated association, ensuring its contractual, legal and policy obligations are met (compliance) and that the organisation is soundly managed for the benefit of members and the community to achieve its mission, vision and strategic objectives (performance).

The 6 broad governance responsibilities include:

- Provide clear operational frameworks (via structures, policies, authority framework, etc.)
- Compliance Management
- Stakeholder Management
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- Financial Performance
- Strategy and Performance

Specific Responsibilities

- Manage committee inward and outward correspondence.
- Manage processes for the Notice of committee meetings and general meetings in accordance with the Constitution
- Record minutes, and ensure maintenance of records of committee meetings and general meetings
- For general meetings, receive proxy votes from members and ensure all the requirements of the Constitution are carried out.
- Ensure member application and resignation processes are undertaken as per the Constitution, and the *Register of Members* is maintained
- Receive requisitions and make preparations for a Special General Meeting held at the request of members as specified in the Constitution
- The Secretary may delegate aspects of the role to another committee member or staff but at all times remains accountable and must ensure responsibilities are carried out.

Committee code of conduct

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- Be respectful to other committee members, avoiding negative and personal comments about all individuals
- Act within the terms of PNH Conflict of Interest Procedures if a conflict of interest arises
- Ensure appropriate time commitment to committee activities and to committee portfolio and project activities.

Election and Term

The Secretary is elected by the PNH members at the Annual General Meeting each year and holds the position until the next Annual General Meeting. Committee can appoint a member to a casual vacancy.

Other requirements

Committee members may be required to complete a Police Check, a Working with Children check and an RSA.

PNH Treasurer

The Treasurer is responsible for overseeing the organisation's financial management and financial records.

General responsibilities

As part of the committee working in collaboration, responsible for all aspects of governance, overseeing the affairs of the incorporated association, ensuring its contractual, legal and policy obligations are met (compliance) and that the organisation is soundly managed for the benefit of members and the community to achieve its mission, vision and strategic objectives (performance).

The 6 broad governance responsibilities include:

- Provide clear operational frameworks (via structures, policies, authority framework, etc.)
- Compliance Management
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- Risk Management
- Financial Performance
- Strategy and Performance

Specific Responsibilities

- If necessary, coordinate a Finance subcommittee under a Terms of Reference
- Ensure that financial reporting and accounting processes meet contemporary Accounting Standards and that PNH complies with reporting requirements of relevant regulators and funders e.g. Consumer Affairs Victoria (CAV); Australian Charities and Not-for-Profits Commission (ACNC); and Dept. Health and Human Services (DHHS).
- Manage the PNH Financial Management Policy, and record of processes
- Prepare the annual budget and /or financial strategy for presentation to the committee
- Present monthly financial reports to committee
- Prepare the Annual Financial Report to Members for the Annual General Meeting
- Ensure payment and record of all monies owed by the Association, and ensure the collection and receipt of all monies due
- Ensure the preparation of wages for staff and payments for staff including appropriate deductions for taxation, payment of superannuation and provision for long service leave entitlements
- Ensure that Australian Taxation Office, Work Cover Authority and Superannuation Guarantee Fund requirements are met
- Recommend to the committee investment strategies for funds
- Ensure financial records are kept for a period of seven years.

Committee code of conduct

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- Ensure appropriate time commitment to committee activities and to committee portfolio and project activities.

Election and Term - The Treasurer is appointed by the Committee for a specified term.

Other requirements

Committee members may be required to complete a Police Check, a Working with Children check and an RSA.

PNH General Committee Member

All General Members must take on a specific portfolio. Training and support will be provided for these roles.

General responsibilities

As part of the committee working in collaboration, responsible for all aspects of governance, overseeing the affairs of the incorporated association, ensuring its contractual, legal and policy obligations are met (compliance) and that the organisation is soundly managed for the benefit of members and the community to achieve its mission, vision and strategic objectives (performance).

The 6 broad governance responsibilities include:

- Provide clear operational frameworks (via structures, policies, authority framework, etc.)
- Compliance Management
- Stakeholder Management
- Risk Management
- Financial Performance
- Strategy and Performance

Specific Responsibilities

As per the portfolio description.

Committee code of conduct

- Act in accordance with the law, PNH Constitution, PNH Policies and PNH committee Handbook, PNH Code of Conduct and this committee Code of Conduct
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- Be respectful to other committee members, avoiding negative and personal comments about all individuals
- Act within the terms of PNH Conflict of Interest Procedures if a conflict of interest arises
- Ensure appropriate time commitment to committee activities and to committee portfolio and project activities.

Election and Term

General committee members are directly elected by the PNH members at the Annual General Meeting each year and hold the position until the next Annual General Meeting. Committee can appoint a member to a casual vacancy.

Other requirements

Committee members may be required to complete a Police Check, a Working with Children check and an RSA.



Governance Portfolios 2025

1. General Member - Governance documentation portfolio
2. General Member - Minute Secretary portfolio
3. General Member - Partnerships portfolio
4. General Member - Program & Personnel Policy portfolio
5. General Member - Risk & Compliance portfolio
6. General Member - Strategic Marketing portfolio

1. Governance Documentation Portfolio

The Governance Documentation Portfolio is to ensure version control of policy documents, to note adopted policy not yet in a policy document, and to maintain PNH records (M-Drive) for policy.

Responsibilities on behalf of the committee:

- Manage the review schedule for policy documentation (annual review of all policy documents and important governance documents)
- Note that each updated version contains any adopted policy since the last version
- Maintain PNH records for policy
- Provide advice to the committee regarding policy updates, and maintenance of records regarding policy.

2. Minute Secretary Portfolio

The Minute Secretary Portfolio is to take Minutes at meetings and to present draft Minutes to Committee.

3. Partnerships Portfolio

The Partnership Portfolio is to take a lead role in establishing and maintaining partnerships with other organisations, as directed by the Committee e.g. to explore synergies and connectivity of services.

4. Program & Personnel Policy Portfolio

The Program and Personnel Policy Portfolio is to ensure the suite of documents related to these areas is current, and that any changes are implemented. PNH personnel includes about 70 people, employees, paid Activity Facilitators, and about 65 volunteers.

5. Risk & Compliance

The Risk and Compliance Portfolio includes:

- Business risk, Risk Policy and the Risk Register (as per the Risk and Compliance Framework)
- OH&S and the Child Safety policy
- Audit procedures

Responsibilities on behalf of the committee:

- Conduct regular audits and provide subsequent advice to the committee regarding risk and compliance
- Maintain the risk and compliance policy and procedure documents, and any records related to risk and compliance
- Advise the Committee on all risk matters

6. Strategic Marketing Portfolio

The Strategic Marketing portfolio is to advise committee on strategy and practical matters to manage PNH profile and reputation in the community.