

## 10.2 Role and Composition of Management Committee Policy

The service management committee's role is clearly defined in writing and communicates with the Approved Provider, Nominated Supervisor, parents, the community, educators and other stakeholders to ensure that it fulfils its role effectively.



### Relevant Laws and other Provisions

- See your Service's 'Constitution' or 'Rules' or 'Memorandum and Articles of Association' or equivalent for limitations and role of Management Committee or other governing body
- Associations Incorporation Act, 1981, (Qld) or Corporations Act, 2001 may apply (e.g. directors' duties) to your management committee or board or other governing body. Take expert advice if you are unsure of this.
- Family and Child Commission Act 2014
- Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011
- National Quality Standard, Quality Area 7 – Governance and leadership
- Policies: 8.3 – Recruitment and Employment of Educators, 8.6 – Employee and Volunteer Grievance, 8.8 – Performance Monitoring, Review and Management, 9.5 – Complaints Handling, 10.1 – Quality Compliance Policy, 10.3 – Budgeting and Planning, 10.11 – Management Code of Conduct, 10.17 – Strategic Planning.



### Procedures

The management committee has a written role statement and code of conduct which will be made available to all interested persons associated with the service.

The role statement of the Management Committee will outline its responsibility to ensure that:

- The philosophy and goals of the service are developed and updated as appropriate;
- The service philosophy and goals are available to all through the Family Handbook, the Educator Handbook and other publications of the service;
- The performance of the Nominated Supervisor/Coordinator is monitored and reviewed; (see also Policy 8.8);
- The budgeting and planning process for the service is approved and monitored; (see also Policy 10.3);
- They are available to be contacted by families and/or employees regarding grievances and/or complaints; and
- They are to liaise and report regularly to the P&C Executive as the Approved Provider.

The service regularly publicises details of the role, operation and composition of the Management Committee and the right of parents and community members to stand for election/appointment.

The management committee is responsible to monitor the Nominated Supervisor/Coordinator and other employees in implementing these policies and procedures.

The management committee will self-evaluate the performance of its role at least on an annual basis.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	03.08.21	October 2021
		October 2024	November 2024
		April 2026	May 2026