

FORMS	Governance	
HARROW BUSH NURSING CENTRE	Committee of Management Roles and Responsibilities Form	
Endorsed by: Committee of Management	Date: 17 September 2018	Next review: September 2021
Related Policy or Procedure: Roles & Responsibilities – Governing Body Policy		

Organisation Mission, Vision and Values	<p>The role of the Committee of Management (CoM) is to safeguard the Vision and Values and ensure the long term sustainability of Harrow Bush Nursing Centre.</p> <p>In order to achieve this, I as a member of the HBNC Committee of Management, am therefore responsible for the following:</p>
Strategic Direction	<p><i>Formulation of the Strategic Plan</i></p> <p>Every three years, ensuring the of CoM participation in:</p> <ul style="list-style-type: none"> the undertaking of a strategic planning process, in order to formulate a strategic plan creation and allocation of key performance indicators (KPIs) for the future directions of the strategic plan informing relevant stakeholders of the organisations future directions <p><i>Oversight for Strategic Plan Implementation</i></p> <p>As a result of the strategic plan, participation in the oversight role and endorsement of the creation of an operational plan which:</p> <ul style="list-style-type: none"> clearly identifies how the strategies will be achieved who is responsible for these requirements timeframes in which they are to be achieved key performance indicators to ensure they are achieved <p>Ensuring delegation to the Centre Manager for implementation and oversight of strategy through:</p> <ul style="list-style-type: none"> an agreed reporting structure for regular oversight of the KPIs a review of present strategic plan for relevance, outcomes, and progress every year
Risk management and compliance	<p>Responsibility for ensuring:</p> <ul style="list-style-type: none"> an understanding of the business environment, the key compliance issues, and risks that the CoM should monitor at a governance level oversight of the risk management framework, ensuring effective and accountable risk management systems are in place ensuring the organisation acts /is compliant with all federal, state and territory legislation and funding requirements
Finance	<p>Responsibility for:</p> <ul style="list-style-type: none"> understanding the business environment and the key financial risks that the CoM should monitor at a governance level

	<ul style="list-style-type: none"> • understanding and monitoring the financial reports as presented at CoM meetings • undertaking relevant financial training as required • finalising, approving, monitoring, and ensuring the organisation operates within its budget • ensuring the organisation acts in accordance with all federal, state, and territory laws in relation to finance • ensuring all auditing requirements are fulfilled • ensuring all funding requirements are met
Service Quality	<p>Responsibility for:</p> <ul style="list-style-type: none"> • ensuring the oversight of the quality of services delivered by the organisation • monitoring the quality of services with equal rigour and attention given to both corporate and financial performance • ensuring a quality framework exists with clear articulation of key processes, structures, responsibilities, and accountabilities including the oversight role of the CoM
Governance Relations	<p>Responsibility for conduct in accordance with:</p> <ul style="list-style-type: none"> • the vision and values of the organisation • code of conduct policy of the CoM • conflict of interest policy of the CoM • roles and responsibilities of the CoM • policies and procedures of the organisation <p>With regard to the Centre Manager, the CoM are responsible for ensuring the achievement of:</p> <ul style="list-style-type: none"> • selection, remuneration, and succession planning of the Centre Manager • overseeing and supporting the role of the Centre Manager • setting KPIs for the Centre Manager role based on the strategic and operational plans • an annual performance review for the Centre Manager
Governing Body Composition	<p><i>Governing Body Structure</i></p> <p>Responsibility for participating in a regular review of the organisation's constitution to ascertain:</p> <ul style="list-style-type: none"> • its relevance to the business they are operating in • whether the organisation is adhering to its stated purpose and the requirements within <p><i>Governing Body Sub Committees</i></p> <p>Ensuring:</p>

	<ul style="list-style-type: none"> relevant sub committees are established to undertake CoM specific requirements the creation of terms of reference for said sub committees, to ensure they are operating in accordance with the expectations of the CoM involvement in relevant sub committees as required <p>Governing Body Competencies</p> <p>Responsibility for ensuring involvement in:</p> <ul style="list-style-type: none"> undertaking a regular skills audit and succession review undertaking a regular evaluation of their own performance and that of the board, and identification of areas for improvement, and actioning these accordingly undertaking relevant training as required, to ensure they possess the relevant skills, both technical and behavioural to effectively perform their role on the board
Governing Body Processes	<p>Responsibility for:</p> <ul style="list-style-type: none"> participation in the establishment of CoM agendas, CoM annual calendar and CoM papers as required ensuring they have read all relevant information prior to CoM meetings, asking relevant questions, and have an inquiring mind at the CoM meetings attending CoM meetings as required participating fully in CoM meetings in accordance with the code of conduct and conflict of interest policies stepping down as a CoM member if unable to participate in accordance with the expectations of CoM member role
Stakeholder Communication	<p>Responsibility for:</p> <ul style="list-style-type: none"> participation in establishing a stakeholder communication plan which clearly identifies who the key stakeholders are, how they will be communicated with, and by whom ensuring an annual report is established for circulation to the community and key stakeholders ensuring there are effective communication systems in place with external stakeholders and communities who are relevant to the future directions of the organisation acting in a professional manner whenever representing the organisation
Ongoing assessment review and improvement	<p>Responsibility for:</p> <ul style="list-style-type: none"> participation in a regular review process of own their performance and that of the CoM as a whole reflection on their own and the CoM role following each CoM meeting growth in knowledge and understanding of how to be an effective CoM member, as an ongoing process

	<ul style="list-style-type: none"> • participation in a periodic review of all policies and procedures
Authorisation	<p>I acknowledge I have reviewed and acknowledge the above roles and responsibilities and accept that I will act in accordance with this.</p> <p>Committee of Management Member</p> <p>Signed: _____</p> <p>Dated: _____</p>