



Management Committee

Policy Statement

The NBCA Management Committee are responsible for the financial management and operations of its services in accordance with the Association's Rules. The NBCA Management Committee delegates authority to the NBCA employees through the NBCA Delegations Policy. All employees of NBCA are expected to comply with the requirements of NBCA financial policies and procedures.

Implementation

- The Committee will ensure the Association meets all requirements of the *Association Incorporation Act 1991* and the Association's Rules.
- Committee members will be familiar with the objectives of the Association and its rules, to comply with the requirement of the *Associations Incorporation Act 1991* and its regulations.
- Committee members will be elected at an Annual General Meeting (AGM) in accordance with the Associations rules. Prior to the election of Committee members, all positions are deemed vacant and can only be filled by financial Association members who are voted in by other financial members.
- There are times throughout the year new members may be voted in by the Committee.
- New Committee members will be orientated into their roles and responsibilities. Re-elected Committee members will provide new members with ongoing support and encouragement. Individual Committee member roles are detailed in the NBCA Management Committee Handbook.
- The Committee will ensure all relevant guidelines, Acts and regulations are adhered to in the management of the service. (e.g.: funding guidelines, Associations Rules, Education and Care Services National Regulations, relevant Industrial Awards etc).
- The Committee, as the Approved Provider, is responsible to the Children's Education and Care Assurance for ensuring the nominee is meeting the conditions of the Provider Approval. These cover the design of premises, minimum number of staff and their qualifications, number of children in care within various age groups and other regulations set out in the Education and Care Services National Regulations and Law.
- Members and staff will be kept informed about Committee's meetings and decisions and will be provided with opportunities for input into the management of the service.
- Discussions that take place during committee meetings will be treated as confidential. Official Committee meetings minutes will be available to staff, families and other Association members.
- The Committee will ensure Philosophy Statements are evaluated regularly and reflect the needs and values of those people for whom the services exist, including children, family members, staff and the community.
- The Committee is responsible for developing, monitoring and evaluating the effectiveness of the Strategic Plan.
- Policies and procedures will be adhered to and regularly updated to ensure they meet current needs, Regulations and Law.
- Decisions about the overall management of each NBCA service will be made at Committee meetings and in accordance with the Association's Rules. The best interest of the services will always take priority in determining decisions.



- Committee members, families and staff are required to follow the relevant grievance procedures.
- Responsibility for the day-to-day management of the services is delegated to the director of each individual service and deemed to be "operational". Any matters the director is not confident in resolving or determine to be of a significant nature, will be brought to the attention of the Committee for discussion as soon as possible.
- The director holds a mandatory and independent position on the Management Committee.
- Access to the service and service records by a Committee member will be in consultation with the director, and for purposes only related to their role.
- Confidentiality must be maintained at all levels by Committee members.
- Committee meetings will be held in accordance with the Association's Rules. Non-Committee members may attend Committee meetings by invitation only, approval of on request or at the AGM.
- Sub-Committees can be formed by members of the Management Committee and must operate within the terms of the Committee's rules.
- Should the Public Officer position (usually held by the Secretary) become vacant, the Committee must fill the position within fourteen (14) days, and notify relevant parties, including Office of Regulatory Services.

Financial Management

- The Administration Support Unit, the Directors and the Treasurer of the NBCA Management Committee will collaboratively draw up the annual budget detailing estimated income and expenditure for the year ahead. The budget will be approved by the Management Committee prior to the commencement of a new financial year.
- The Management Committee has responsibility for ensuring the proper financial management of the NBCA and may delegate certain financial responsibilities in accordance with the Delegations Policy.
- The services will operate such bank accounts as deemed necessary by the Management Committee, and will require more than one (1) signatory.
- The Administration Support Unit will be responsible for payment of employee wages on a fortnightly basis according to appropriate Award entitlements and the current NBCA Enterprise Agreement and ensure wage related deductions (including PAYG tax) and superannuation payments are made.
- The directors are responsible for the day-to-day financial management of the service and meeting budget goals.
- The Treasurer will present a monthly financial summary to the committee at each committee meeting.
- The Treasurer is responsible for producing audited financial reports to the NBCA Annual General Meeting.
- Copies of all financial records will be kept for a minimum of seven (7) years and will be available for inspection by Commonwealth Department Officers according to statutory requirements, and by members of the Association as permitted by the Association's Rules.
- Financial records must be maintained to ensure compliance with:
 - Child Care Management System (CCMS).
 - Child Care Subsidy requirements.
 - Associations Incorporation Act 1991.
 - The Australian Charities and Not-for-profits Commission Act 2012
 - Other legislative requirements such as Childcare Award requirements, Income Tax Act 1997, GST, Superannuation Guarantee Administration Act 1992.



Policy Links

Policies:

- Bullying and Harassment
- Compliance and Quality Improvement
- Confidentiality and Privacy
- Family and Community Partnerships
- Fees
- Grievances
- Management Committee
- Social Media

NQS: 4.2, 6.1, 7.1 and 7.2

Regulations: 111, 171 – 172, 177, 181, 183 and 232 -236

Sources:

- ACT Council of Social Services (ACTCOSS)
- Association's Incorporation Act 1991
- NBCA Management Committee Handbook
- NBCA Service Philosophy

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Directors Signature:



Date: 1/07/2024

Committee Representative Signature



Date: 1/07/2024

