

YMCA Geelong - Governance and Management Policy



OFFICE USE ONLY Policy Number	Date Approved	Date Last Amended	Status
YG 163-G		27/03/2017	DRAFT

1. GOVERNANCE AND MANAGEMENT POLICY

2. INTRODUCTION

The Board is committed to ensuring good governance and management is applied to all areas of operations and services. Policies and procedures provide a framework of the mission and values of the organisation for our people to work within.

3. POLICY

Governance

The Board is charged with the stewardship of the YMCA and shall undertake the following tasks;

- Ensure Policy and Procedures are developed, reviewed and implemented
- Ensure the YMCA has a robust Strategic Vision and Plan in place
- Ensure Compliance to the YMCA Australia Licensing Agreement and Legislative requirement that governs the YMCA operations.
- To supervise, support and work collaboratively with the Chief Executive Officer
- Ensure Board Member undertake their duties in the best interest of the YMCA first and foremost
- Meeting regularly to receive management reports and advice
- To conduct an annual Board review of board performances
- To ensure Board recruitment and succession planning is in place for further Board members.
- To approve annual Business Planning and resource allocated to achieve goals

Management

- Ensure systems are in place to ensure the YMCA operations adhere to policy and procedures, strategic plans and legislative requirements
- Report to the Board on the operational aspects of the YMCA.
- Lead the staff team and develop the team
- Recruit appropriately skilled and experience staff to undertake tasks.
- Comply an Annual Report to the Members
- Adhere to the YMCA Geelong Constitution

- Ensure that all YMCA Licensing agreements and legislative regulations are adhered to and complied with
- Manage the resources within the constraints of the approved budget

4. DEFINITIONS

N/A

5. SCOPE

The Governance and Management Policy applies to YMCA Geelong Inc. and clubs and auspices.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Governance	Board – Approve Governance and Management Policy Chief Executive Officer- organisational leadership for the development and implementation of systems
CEO	Provide leadership and resourcing to support the implementation on the Policy.

7. MONITORING, EVALUATION AND REVIEW

The Governance and Management Policy will be monitored on an annual basis by the Board and the CEO to provide an update via the monthly management report.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

- Board Charter
- Chief Executive Position Description

9. DOCUMENT HISTORY

Approved by:

Meeting number and date:

Resolution number:

Effective date:

Review date:

Policy Owner: Chief Executive Officer

Contact Details policy owner: geelong@ymca.org.au; 5221 8344

Amendment history:

Version	Date	Author	Change Description
V1	July 2008	EBA- YMCA Victoria template	Create policy
V2	04/04/2014	Shona Eland	Update to new template.
V3	27/03/2017	Shona Eland	Updated Clause 3 to include reference to YMCA licensing agreements and legislative regulations

As Adopted by the YMCA Geelong on / /2017

Acting Chief Executive Officer YMCA Geelong Inc

President YMCA Geelong