

YMCA Geelong - Board Access to Information Policy



OFFICE USE ONLY

Procedure Number	Date Approved	Date Last Amended	Status
YG132-G	22/07/2014	11/02/2014	APPROVED

1. BOARD ACCESS TO INFORMATION POLICY

2. INTRODUCTION

It is appropriate for board members and former board member/ secretary to have access to records for any proper purpose concerning the exercise of powers or discharge of duties as a director, for the purpose of legal proceedings or proposed legal proceedings to which the director is a party (or has a good faith expectation that they will become a party to), or for any other purpose approved by the Board.

While current serving directors have certain statutory rights to access put in place through the Associations Reform Act 2012 and the Constitutions of the YMCA Geelong Inc. there may be a requirement in the future of past board members to access YMCA records.

3. RELATED POLICY

Governance Framework

4. RELATED LEGISLATION, REGULATIONS,

Associations Reform Act 2012

5. RELATED STANDARDS or GUIDELINES/PROTOCOLS

YMCA Geelong Inc. Constitution

6. SCOPE & PURPOSE

This procedure applies to Board of The Young Men's Christian Association of Geelong Inc.

The purpose of this policy is to provide clarity for the Board and therefore ensure staff/volunteers are provided transparency on the considerations used in the decision making processes of the board.

7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Chair	Facilitate a review of the procedure by the Board
CEO	Administer the requests for access and document requests

8. POLICY

- 8.1 A board member / past serving board member/secretary can make a request to access information from YMCA Geelong Inc. by putting a request in writing/email to the CEO.
- 8.2 Requests for access for information will be considered only for entities in which the director was an elected committee member.
- 8.3 The request for information will be reviewed within 48 hours and an acknowledgement of the request will be forwarded to the applicant.
- 8.4 The information requested will be researched and collated, depending on the length of time the documents are requested from may impact the amount of information accessible at the time due to document retention policy (i.e. limited information is retained beyond 7 years/or access to data storage archives retrieval processes).
- 8.5 The request for access to information will be processed within 30 days from the request.

9. IMPLEMENTATION

The Board will be inducted in this procedure and the procedure to be stored in YMCA Policy and Procedure Library.

10. MONITOR & REVIEW

The procedure will be reviewed on a bi-annual basis by the Board with recommendations for improvement to be tabled at the Board Meeting.

Approved by: YMCA Geelong Board

Meeting number and date:22/07/2014

Resolution number:

Effective date:22/07/2014

Review date: 22/07/2017

Policy Owner: CEO

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy template included scope, monitoring and evaluation clauses.

As adopted by the YMCA of Geelong on 22/07/2014



Shona Eland
Acting Chief Executive Officer YMCA Geelong Inc.