

ARMIDALE & DISTRICT FAMILY DAY CARE

Governance Policy

Related documentation Policy/policies:	Code of Conduct
Regulation/s/ Standards:	Educational & Care National Regulations 4.7 <i>Leadership & Service Management</i> ,
Related procedures:	Clause 168 & 169 National Quality Standard 7.3
References:	AFDC Constitution Code of Ethics Boards that make a Difference, III - John Carver.
Date effective	13 December 2016
Date for review	13 June 2018
Purpose	To assist Directors and management to ensure delivery of AFDC objectives, set its strategic direction and uphold its values.
Responsibility	Directors and management.

Key information:

To clarify the content of AFDC's Constitution and ensure that AFDC operates efficiently and to a high standard.

Policy:

AFDC is a Constitutional Corporation. The Board of Directors are:

- Determined through the conduct of an election process of Company members,
- Committed to acting selflessly by making decisions based on the best interests of AFDC, and
- Support collective decisions taken by the Board as a whole, having been provided with the right to debate their individual point of view.

Responsibilities

The collective responsibilities of the Board of Directors are described in *Key Responsibilities of Directors* (Appendix A)

Relationship with Management

Directors should focus on the strategic direction of AFDC; where individual Directors need to become involved in operational issues, they should separate their strategic role from their operational role.

Procedures

AFDC Directors must:

- Set and maintain standing orders and systems of financial control,
- Regularly review the risks to which AFDC is subject and take action to mitigate the risks identified,
- Ensure there is a system in place for the review of its own effectiveness, and
- Invest in individual Director training to increase the Board's overall capacity and performance.