

ARMIDALE & DISTRICT FAMILY DAY CARE

Governance Policy

Related documentation Policy/policies:	Code of Conduct
Regulation/s/ Standards:	Education and Care National Regulations 4.7 <i>Leadership and Management</i> National Quality Standards 7.1, 7.1.1, 7.1.2;
Related procedures:	Management of Records Confidentiality AFDC Constitution
References:	Code of Ethics
Date effective	August 2018
Date for review	August 2020
Purpose	To assist Directors and management to ensure the delivery of AFDC's objectives, uphold its values and maintain strategic direction.
Responsibility	AFDC Board of Directors and management

Key information:

To clarify the content of AFDC,s Constitution and to ensure that the Company operates efficiently and maintains high standards.

Policy:

AFDC is a constitutional corporation, limited by guarantee. The Board of Directors is:

- Comprised of Company members who are representatives from families, educators and the community,
- Determined through the conduct of an election held at the Annual General Meeting of members, and
- Committed to fulfilling the powers and objectives of the Company, as outlined in the Company's Memorandum of Association.

Responsibilities::

- The collective and individual responsibilities of the Board of Directors are outlined in AFDC's Constitution *Part VI: The Board of Directors and Management*.

Relationship with Management

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

Procedures

The Board of Directors of AFDC must:

- Set and maintain standing orders for the conduct of meetings,
- Maintain systems for the financial control of the Company,
- Individually comply with the Company's Confidentiality and Conflict of Interest Statements and procedures,
- 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 Governance training to increase its capacity and performance.