

ARMIDALE & DISTRICT FAMILY DAY CARE

GOVERNANCE POLICY

Related documentation	
Policies:	Code of Conduct
Procedure:	Management of Records Confidentiality
Regulation/s/ Standards:	Education and Care Services National Regulation 4.7 National Quality Standard Area 7
References:	AFDC Ltd. Constitution AFDC Strategic Plan
Date effective	March 2021
Date for review	March 2023
Purpose	The Governance Policy is intended to clarify the content of the Company's Constitution.
Responsibility	Directors and Management

Key information:

The Governance Policy is intended to clarify the content of the organisation's Constitution.

Armidale & District Family Day Care Limited is a constitutional corporation, limited by guarantee.

The Board of Directors is an elective, representative and collective body.

- a) The determination of Directors is the prerogative of Company members through the election process;
- b) No member can be mandated through their constituency to adopt a position if they do not believe it to be in the best interests of the Company;
- c) Each member can express their own point of view. Once a collective decision has been taken, all Directors are required to support that decision.

Overall Responsibilities:

- The responsibilities of the Board of Directors, both individual and collective, are outlined in AFDC's Constitution, *Part IV: The Board of Directors and Management*;
- The Business Manager is responsible for the overall management and administration of the business operations of Armidale and Family Day Care Limited;
- The Nominated Supervisors are responsible for regulatory requirements governing the operation of the services.

Board/Management Relationships:

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

Procedures:

The Board of Directors of AFDC must:

- Ensure compliance with the objects, purposes and values of the Company,
- Ensure that policies are developed in line with the Education and Care National Regulations and the National Quality Standards;
- Set and approve financial budgets and monitor the financial performance of the Company to ensure solvency, financial strength and sound performance,
- Select, evaluate the performance of and if necessary dismiss the Company's Business Manager and Nominated Supervisors,
- Set and maintain a framework for the delegation of internal control,
- Review and evaluate standing orders for the conduct of meetings;
- Review and monitor the effectiveness of risk management within the Company,
- Deal with and manage conflicts that may arise within the Company, including conflicts between Directors, management, staff, educators and families,
- Consider the social, ethical and environmental impact of the Company's activities and decisions,
- Evaluate and improve the performance of the Board, investing in Governance training to increase its capacity.