



NQS7 Governance and Leadership Policy

Governance

Commitment

The Roderick Street Community Kindergarten Association (RSCK) is committed to the highest standards of integrity and transparency in its decisions and business operations through its corporate governance approach.

Corporate governance comprises the framework of rules, relationships, systems and processes within and by which authority is exercised and controlled within corporations. It encompasses the mechanisms by which companies, and those in control, are held to account (Justice Owen, HIH Royal Commission).

RSCK's governance approach is set by the Australian Charities and Not-for-Profits Commission governance standards and guided by the Australian Institute of Company Directors' Not-for-Profit Governance Principles (2nd edition Jan 2019). The governance principles are tailored as appropriate to meet RSCK's business and regulatory requirements and risk profile.

Responsibilities

Effective corporate governance is a shared responsibility. RSCK has a constitution, policies and procedures to guide and assist employees and committee members to meet their obligations.

All Executive and General Committee Members and Employees

- operate RSCK's business to achieve the objectives in the Constitution
- comply with the law and RSCK's Constitution.
- comply with C&K's Code of Conduct, policies and procedures
- act in the best interests of RSCK and in accordance with the strategic plan
- disclose and manage conflicts of interest.
- disclose and record any gifts and hospitality offered or received
- act within delegated levels of authority
- report any dishonest, fraudulent, unethical or illegal behaviour

President and Executive and General Committee Members

- manage day to day business operations and the approved budget
- implement and monitor the risk management plan
- maintain an effective relationship with the Director and employees of the kindergarten
- provide timely and appropriate reports that allow the members of the association to understand and assess RSCK's performance (including financial position, strategic plan progress and risks)
- appropriately manage RSCK's resources
- monitor and measure organisational culture and engagement
- maintain and oversee a robust governance system
- comply with Committee Charters
- understand and meet Committee Members' legal duties
- oversee the appointment of new Executive and General committee members at the Annual General Meeting each year, in accordance with the RSCK Constitution
- remain independent and accountable to RSCK's stakeholders and members of the Association
- set and oversee the organisational budget with input and direction from the centre Book keeper.
- define and model RSCK's desired culture and expectations of staff conduct



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- oversee compliance with the law and internal governance policies
- oversee meaningful stakeholder engagement
- develop, and evaluate RSCK's performance against, the organisational strategic plan

Director / Directors

- manage team business operations within delegated levels of authority and approved budget
- make employees aware of all relevant C&K and RSCK governance policies

Legal Risk and Governance Team (C&K)

- Provide independent governance advice to the Executive Committee, Committee and employees
- Maintain and monitor compliance with governance related policies and procedures
- Administer internal audit program.

Non-compliance

RSCK is accountable to the government and the public for the funding it receives and how it uses that funding. RSCK will not tolerate any breaches of its governance policies and procedures. Committee Members and Employees involved in any such breach will be subject to disciplinary action, including prosecution, if appropriate.