



# Healesville Community Renewable Energy Inc

## POLICY DOCUMENT

<b>Policy number</b>	HCMP001		
<b>Policy Type</b>	Management Policy		
<b>Policy subject</b>	Central Committee Structure		
<b>Policy purpose</b>	Healesville Community Renewable Energy Inc is managed by a Central Committee. The HCMP001 document describes the roles and responsibilities of the members of the Central Committee.		
<b>Effective policy date</b>	August 2018	<b>Scheduled policy review date</b>	June 2019

### Introduction

The Healesville CoRE working group was established after an initial community gathering in June 2017. This large group of volunteers continued to meet regularly and chose to incorporate as Healesville Community Renewable Energy Inc on 1 November 2017. Healesville CoRE follows the Model Rules for an Incorporated Association to govern its operations. Rule 42 (1) of the Model Rules states that the business of the Association must be managed by or under the direction of a Committee.

### Purpose

Policy HCMP001 identifies the primary management body of the association (the Central Committee) and lists the duties associated with each position of the Central Committee.

### Central Committee Roles

The Central Committee consists of the following roles:

1. **President** – Provides leadership to the organisation and oversees the operations of the organisation
2. **Vice President** – Supports the President in the leadership and actions other allocated responsibilities
3. **Secretary** – Supports the President in ensuring the smooth functioning of the Central Committee
4. **Treasurer** – Oversees the financial administration of the organisation
5. **Media Manager** – Oversees content policies and publication of all online and print media
6. **Community Engagement Manager** – Manages the promotion and public relations of the group
7. **Technical Manager** – Keeps abreast of research and development in the renewable energy field
8. **Committee Member** – Supports all Central Committee members in workload delivery when necessary

## Central Committee Responsibilities

<p><b>President</b></p>	<ul style="list-style-type: none"> <li>• Provide leadership and direction to the Central Committee</li> <li>• Ensure that the Central Committee fulfills its responsibilities for governance</li> <li>• Chair Central Committee meetings, ensuring that they are run efficiently and effectively</li> <li>• Regularly focus the committee's attention on matters of governance that relate to its own structure, role and relationship</li> <li>• Ensure necessary skills are represented on the committee</li> <li>• Ensure succession plan is in place to help find necessary members when required</li> <li>• Ensure relevant strategic and business plans are developed to achieve goals of the organisation</li> <li>• Act as signatory for the Central Committee in legal purposes and financial purposes</li> <li>• Act as spokesperson for Healesville CoRE when required</li> <li>• Assist in the development of partnerships with other boards and organisations that are relevant to the goals of Healesville CoRE</li> <li>• Oversee legal requirements, business and strategic plans</li> <li>• Prepare agenda with the Secretary</li> <li>• Present the President's Report at the AGM.</li> </ul>
<p><b>Vice President</b></p>	<ul style="list-style-type: none"> <li>• Support the President in overseeing the operations of the association</li> <li>• Perform all duties in the absence of the President or as directed by the President</li> <li>• Have on hand, a copy of the constitution and bylaws at all meetings</li> <li>• Oversee grants applications and report to Central Committee</li> <li>• Oversee Project Coordinators and report to Central Committee</li> <li>• Works with Feedback Analyst to provide reports on events/surveys as required.</li> </ul>
<p><b>Secretary</b></p>	<ul style="list-style-type: none"> <li>• Prepare the agenda for each meeting, in consultation with the President and distribute to appropriate recipients three days prior to the meeting</li> <li>• Manage minutes of the Central Committee meetings and ensure minutes are distributed to appropriate recipients within five days after each meeting</li> <li>• Be familiar with topic documentation to note applicability during each meeting</li> <li>• Maintain records of the committee and ensure effective management of these records</li> <li>• Manage the general correspondence of the Central Committee</li> <li>• Lead the committee in providing systematic communication from the committee to relevant stakeholders</li> <li>• Ensuring that accurate and sufficient documentation exists to meet legal requirements</li> <li>• Ensure that the records of the committee are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records</li> <li>• Oversee Membership Coordinator.</li> </ul>

<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Keep a detailed record of receipts and payments transacted by the association</li> <li>• Manage the bank accounts with payment and receipt of invoices authorised by the Central Committee</li> <li>• Manage the banking of all monies received</li> <li>• Lead the annual budget process and ensure an appropriate annual budget is provided to the Central Committee for approval</li> <li>• Ensure development and review of financial policies and procedures</li> <li>• Support any required auditing processes</li> <li>• Monitor ongoing revenue and expenditure of the association</li> <li>• Act as signatory for the Central Committee in financial purposes</li> <li>• Presents a financial statement of income and expenditure at the AGM.</li> </ul>
<b>Media Manager</b>	<ul style="list-style-type: none"> <li>• Manage production and publication of online and print media</li> <li>• Manage updates to the website and other electronic social media</li> <li>• Oversee the Newsletter Coordinator and assist with editorial review</li> <li>• Produce and maintain publication policies, standards and procedures including policies governing appropriate use of social media</li> <li>• Monitor online correspondence and coordinates members of the Media Subcommittee to provide timely response to all online correspondence</li> <li>• Coordinate Graphic Designers, Web Designers and IT support</li> <li>• Chair the Media Subcommittee and reports back to the Central Committee.</li> </ul>
<b>Community Engagement Manager</b>	<ul style="list-style-type: none"> <li>• Manage the general promotion of the group via markets, festivals, schools, radio, local newspaper etc.</li> <li>• Manage fund-raising campaigns in consultation with Media Manager</li> <li>• Organise volunteers as required for activities and events</li> <li>• Oversee the Events Officers and Catering Officer roles</li> <li>• Chair the Community Engagement Group Subcommittee and reports back to the Central Committee.</li> </ul>
<b>Technical Manager</b>	<ul style="list-style-type: none"> <li>• Liaise with equipment suppliers, retailers and other providers</li> <li>• Keep updated with ongoing research and development in the renewable energy field</li> <li>• Manage technical review of proposed initiatives of Healesville CoRE</li> <li>• Chair the Technical Subcommittee and reports back to the Central Committee.</li> </ul>
<b>Committee Member</b>	<ul style="list-style-type: none"> <li>• Provide support to Central Committee members in workload when necessary</li> <li>• Take responsibility and ownership of any action that may be delegated by the President, on behalf of the Central Committee</li> <li>• Act as Central Committee contact for all association members and spokesperson for members at Central Committee meetings.</li> </ul>

## Desirable Attributes

<b>President</b>	<p>The President should:</p> <ul style="list-style-type: none"> <li>• be well informed of all organisation activities and able to provide oversight</li> <li>• be a person who can develop good relationships internally and externally</li> <li>• be forward thinking and committed to meeting the goals of the committee</li> <li>• have a good working knowledge of the committee constitution, rules and duties of office bearers</li> <li>• be able to work collaboratively with other committee members</li> <li>• be a competent public speaker</li> </ul>
<b>Secretary</b>	<p>The Secretary should:</p> <ul style="list-style-type: none"> <li>• be organised</li> <li>• have competent computer skills</li> <li>• maintain confidentiality of issues where appropriate</li> </ul>
<b>Treasurer</b>	<p>The Treasurer should:</p> <ul style="list-style-type: none"> <li>• have good organisational skills</li> <li>• have financial expertise</li> <li>• be able to maintain accurate records</li> <li>• be honest and trustworthy</li> <li>• have good communication skills</li> </ul>

## Other Organisation Roles and Responsibilities

The Central Committee needs the support of Healesville CoRE volunteer members, to deliver all of the responsibilities that are necessary for effective delivery of the organisation's Vision and Mission goals; see HCVP001 document (Vision and Mission Statement). The additional roles and responsibilities that support the effective running of the organisation are listed below. Each of the roles may be delivered by one or more individuals. Any individual may contribute to the delivery or more than one role.

Every role reports functionally to a Manager on the Central Committee and the role may be performed by the Central Committee Manager or assigned to another Healesville CoRE volunteer or nominated professional. The functional structure of this responsibility is illustrated in an organisation structure as shown in the Healesville CoRE Subcommittees document (HCMP002).

<b>Role</b>	<b>Responsibility</b>
Accountant	Works with Treasurer on more complex financial reports such as GST reporting and budgets.
Business Planner	Creates business plan/goals, generally an external professional relationship managed by the President
Event Catering Coordinator	Organise and oversee catering for events
Events Coordinator	Responsible for overseeing various events which may come up in the future. Assigned per event.
Feedback Analyst	Responsible for analysing feedback from events and other projects and reporting back to the Central Committee. Works with Vice President.
Grants Officer	Applies for grants and funding, works with Vice President
Graphics Designer	Brochures, website etc as requested by Media Manager
Lawyer	Reviews and produces legal documents as required, likely will be a professional engaged by the President
Membership Coordinator	Keeps member records, monitors membership queries and payments, welcomes new members, works with Secretary
Newsletter Coordinator	Produce newsletter (quarterly?) for website and social media, seeks contributions from members in the way of articles, comments, news etc, works with Media Manager
Photographer	Photographs events and milestones, pool of volunteers to be engaged on an as needs basis.
Project Coordinator	Ongoing as required, responsible for projects which may come up in the future. Responsible for project delivery within the defined scope. Assigned per project.