



# ACEA

Australasian Corrections  
Education Association

Create the Opportunity

## GOVERNANCE POLICY

Policy number	001	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

### INTRODUCTION

Governance in the community sector is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of an association.

### PURPOSE

The Governance Policy is intended to clarify the content of the association's constitution by making explicit the underlying principles of governance approved by the organisation.

This policy does not cover legal or ethical issues concerning the role of the Executive Committee or its members, which are addressed separately elsewhere.

### POLICY

The Executive Committee of Australasian Corrections Education Association is an elective, representative, and collective body.

- It is **elective**, in that the determination of Executive Committee members is the prerogative of members through the election process.
- It is **representative**, in that no member can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the association. Whatever the constituency of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
- It is **collective**, in that while each member should put the point of view of their constituency, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken Executive Committee members are required to support that decision.

The function of the Executive Committee of Australasian Corrections Education Association is to collectively ensure the delivery of the association's objects, to set its strategic direction, and to uphold its values. The Executive Committee should collectively be responsible and accountable for ensuring and monitoring that the association is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

The responsibilities of the Executive Committee that cannot be delegated to any other person or body include

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with its constitution
- Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them
- Strategic planning – reviewing and approving strategic direction and initiatives
- Regulatory monitoring – ensuring that the association complies with all relevant laws, regulations and regulatory requirements
- Financial monitoring – reviewing the association's budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation
- Financial reporting – considering and approving annual financial statements and required reports to government;
- Organisational structure – setting and maintaining a framework of delegation and internal control
- Succession planning – planning for Executive Committee members and Executive Committee member succession
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise

## **Relationship with members**

The Executive Committee should focus on the strategic direction and the core policies of the association, and avoid becoming involved in day-to-day operational decisions. Where individual Executive Committee members do need to become involved in operational matters, they should separate their strategic role (where they operate independently of any direction) from their operational role (where they act at the direction of members).

## **AUTHORISATION**

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)

# GOVERNANCE PROCEDURES

Procedures number	001	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

## RESPONSIBILITIES

It shall be the responsibility of the Executive Committee to establish and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting.

It shall be the responsibility of the Executive Committee to clearly demarcate and delegate the functions of sub-committees.

It shall be the responsibility of the Executive Committee to address key strategic and operational issues within the direction and the policies laid down by the members, including

1. Developing and implementing organisational strategies and making recommendations to the Executive Committee on significant strategic initiatives;
2. Developing the annual budget and managing day-to-day operations within the budget;
3. Maintaining an effective risk management framework;
4. Keeping the members and regulators informed about any developments with a material impact on the organisation's performance; and
5. Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

## PROCEDURES

### Internal controls

The Executive Committee should set and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting. The Executive Committee should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures.

### Managing risk

The Executive Committee should undertake a full risk assessment (either periodically or on a rolling basis) and take appropriate steps to manage the organisation's exposure to significant risks. The Executive Committee must regularly review the risks to which the organisation is subject, and take action to mitigate risks identified.

### Executive Committee review

The Executive Committee should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.

## **RELATED DOCUMENTS**

- Transparency and Accountability Policy
- Australasian Corrections Education Association Business Plan

## **AUTHORISATION**

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)