

# coalition of **community**boards

## Sunshine Coast

### **Management Committee Essentials**

- Committee roles & responsibilities, including roles of Secretary, Treasurer, Vice Chairperson and Chairperson
- Orientating new committee members
- Differences between operational & governance roles
- Working with volunteers or staff in your organisation
- Where to go for management committee related information & resources

Notes made from discussion – Management Committee Essentials Workshop  
12 July 2019 at Landsborough

### **Why do we value community groups?**

- Bring people together - doing things together
- Awareness – what is happening
- Drivers – respond to local needs
- Passion – changing things
- Making things better – fill gaps
- Somewhere for locals to come
- Make neighbours
- Health of community and individuals and populations
- Sense of belonging
- Part of our DNA
- Bring \$ resources into our community
- Saves \$ for government
- Pride to be part of things

### **Role of the Committee**

- Coordination – the engine room – informing and communication
- Leadership
- Future, vision
- Make it happen
- Ensure all legal
- Find new ways
- Custodians
- “supporting” volunteers and staff

### **Coordinate Volunteers**

- Managing volunteers can be difficult as they can be opinionated
- Read induction handbook to know what is expected of volunteers
- Management committee go to documents to know how to manage volunteers
- Manage volunteer's personality issues
- Recognition of a volunteer's contribution
- Celebrate achievements
- Look after yourself to be in a good state to volunteer (avoid burnout)
- Volunteering is good for the soul
- Placed in roles of interest

### **Risk**

- Research - determine amount of risk prepared to accept – insure. Must go to meeting to document
- Documented policies in place to reduce risk

### **Succession Planning**

- Have clear position descriptions
- Have clear records of hand over notes & role procedure documents
- Records of past and present strategic and operational plans. Apply to a succession plan with roles matched with individuals specified
- Review how plans were achieved eg, review 3 yr strategies plan annually
- Recruitment strategy – identify vulnerable roles; identify 'who' would be ideal to recruit for particular roles (possible candidates)
- Process for leading into particular roles eg, 6 months on committee before moving into an elected (executive) role' 'observer' for first stage.
- People required to give notice before leaving roles
- Induction and training of members
- Buddy system
- Document organisational relationships
- Document the history of the organisations
- Ensure all key documents are accessible eg cloud, generic email, main computer, intranet with password access
- Annual; timeline eg identify memberships needs, identify skill gaps, plan and training needed, recruitment drives, reviews
- Training – have all members at least do entry level training on governance
- Send core governance guidance documents to be read by all executive members.

### **What communications are required**

- Correspondence (all kinds of communications) – operational (Committee doesn't need to see this, it's not recordable), however decision making / completion (committee needs this reported – outcomes)
- 3 D's – Do it, Delegate it, Dump it
- Use website as a window into activities / events (helps to tell story of the organisation).
- Key is understanding membership needs
- Possibly use students / placements / interns to do OJT (?), could also provide real life problems to uni to see if students interested in researching for

- assignments.
- Ideally communications is about finding things which ensure full social inclusion, including interpreting in languages, using others (local n letters)

**Practice the culture you want for the whole organisation in your meetings**

- Use “call to action” to help everyone focus and put their collective committee ‘hat on’
- Ask how do we do these values / principles in the organisation
- Take time to reflect
- Call for unity around a topic and discuss how we can work together in addressing it.
- Seek input, surveys, opinions.

**What other committee related topics would you find useful for the SC CoCB to host?**

- Insurance – public
- Emotional intelligence. A separate comment made was book “the intelligence myth”