

coalition of **community**boards

Sunshine Coast

Management Committee Essentials Workshop

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

Notes made from discussion – Management Committee Essentials Workshop

10 September 2019 at Baringa Community Centre

Importance of community groups?

- Build spirit
- Communication
- Sense of belonging
- Coming together
- Build social capital
- Help and provide support in areas that may not be provided elsewhere
- Provide infrastructure, both human and built
- Link people together

Roles of the Committee / Board

- Uphold values and principles of organisation
- Set vision, values and principles
- Know your constitution and values
- Understand your legal framework
- Set your organisations priorities eg strategic plan
- Keep an eye on the finances / budgets
- Provide accountability / communication to members / community / public
- Work and govern for the members
- Recruit & succession - plan for this
- Monitor organisations activities

- Decide direction / decisions
- Work towards achieving your groups objectives
- Model and lead according to your group's values and principles.

How do we build a positive inclusive culture in our organisations

Checklist themes to build a positive organisation culture

- Welcome
- Communication – open and with everyone / both members and external
- Open to change
- Celebrations
- Ownership
- Equal sharing
- Skills recognised and appreciated
- Modelling leadership
- Clear plan
- Collaborate
- Overall having a structure that is participatory

Full list of comments from the working group tables

- Make genuine efforts to contact and welcome all members
- Non judgemental welcome
- Email
- Host events and groups that bring people together
- Equal sharing of information
- Recognise that ownership needs to be shared
- Being open to change
- Key people get consistency to know one another
- Recognise and use skills
- Sound interview process for prospective committee members, ask about attitudes, beliefs, 'on the same page', shared values, understand degree of work.
- Newsletters & social media to communicate with members
- Change culture from 'have to fill' position no matter what to 'is there anyone suitable'
- Model positive culture in actions of committee both individual and corporate
- Have a strategic plan that emphasises positive culture and is referred to often
- Sharing by all at meetings
- Attitude of collaboration at meetings to seek to resolve issues and not be precious
- Succession planning
- Practice kindness
- Acceptance of others
- Develop common goals
- Conversations Conduit

Good Governance is about managing three areas

1 – the 3 R's

2- positive culture, inclusion & participation

3- collaboration with others

Budget – treasurer prepares a draft and then the whole committee consider and approve

Responsibility can include delegation, doesn't mean doing it all.

Committees seem to function best if there is clarity and understanding around job descriptions, and clear roles and expectations of sub committees.

Attracting the Right People

- Define experiences and skills required for the role.
- Target people with those skills or plan to train them up.
- Listening for skills and experiences in existing membership and connections
- Communicate and ask
- Advertise eg volunteering sunshine coast
- Attract new members to "increase the pool"
- Be clear "with what people are going to get from the role"
- Be open to fresh ideas
- Be welcoming, be prepared to challenge.

Attracting the Right People

- Tightly manage the timing and length of meetings, consider a time keeper to assist with this or a separate chair to steer the meeting
- This can be assisted by having well planned and 'agended' meetings
- Acknowledge and thank
- Respect
- Share the work
- NIP – Name in print
- Check in and support one another
- Keep values and mission front and centre
- Self-reflect and share regularly
- Inspire – lift one another, inspiring could be someone's designated committee role.
- Minutes relate to outcomes & achievements / goals – progress can be seen in them.
- Invite guest speakers to model and inspire
- Regularly share food, celebrate, 'socialise', BBQ's, dinners etc.
- Culture your 'mini community'.