TOOLS AND TEMPLATES

The Committee of Management

- Allocation of Roles and Responsibilities Table
- Child Safety and Wellbeing Code of Conduct
- Code of Conduct for Committee Members
- Committee Health Check
- Committee Member Declaration
- Committee Member Induction Checklist
- Delegating Authority for Emergency Situations

Role Description

- Enrolment Officer
- OHS Officer
- Payroll Officer
- President & Vice President
- Secretary
- Treasurer

Strategic Planning

- Committee Handover Information Pack
- Collection of Property Checklist
- Committee Handover Meeting Checklist
- Governance and Service Operations Self-Assessment Tool
- SWAT and TOWS Analyses

Reporting Requirements and Compliance

- Circumstances that Must be Notified to DE
- Information to be Displayed Checklist
- Mandated Policies Checklist
- Serious Incidents, Change of Circumstances and Complaints to Notify DE

Navigating Meetings

- Action Items Template
- Agenda - Annual General Meeting Template
- Agenda - Committee Meetings Template
- Agenda - Special General Meeting Template
- Guidelines for Chairing Meetings
- Nomination Form – Annual General Meeting
- Steps to a Successful AGM Checklist

Management of Records

- Record Keeping Timelines
- Staff Record Form
- Recording Incoming & Outgoing Mail-Emails Template