

POLICY REGISTER

Subject: Accountability to the Board

Executive Officer, Operations Manager and all Staff

Primary Responsibility:

Policy Statement

The Board will be provided with up-to-date and accurate information by the Executive Officer to enable it to fulfill its roles and responsibilities.

Procedure

Reporting:

- The Executive Officer and the Operations Manager will provide bi-monthly written reports on governance issues; overview of operations of the Organisation including outcomes achieved, future plans and any issues which need to be considered by the Board;
- A current Financial Report prepared by the Accountant and approved by the Executive Officer will be presented by the Treasurer to the Board at each meeting;

Staff/Board relationship:

- The Executive Officer and the Operations Manager will attend Board meetings to provide advice and information to the Board to assist it in its deliberations;
- The Board may require attendance by staff at meetings by invitation only;
- The Board may require the Executive Officer / the Operations Manager to leave the meeting for whole or part of the meeting, particularly when discussing industrial or employment issues relating to the Executive Officer;
- The Executive Officer and the Operations Manager do not have a vote at meetings;

Adopted by Board on: 2/6/2009

CROSS REFERENCE

- GP5 Privacy & Confidentiality Policy
- GP4 Conflict of Interest Policy
- G4 Delegations Policy