



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6h	MANAGEMENT COMMITTEE STRUCTURE AND APPOINTMENT
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Applies to: Management Committee members
Specific responsibility: Management Committee members

Version: 1
Date approved: 5 Aug 2014

Policy context: This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

POLICY STATEMENT

This policy will apply to the annual election of members to the Jumbunna Management Committee and to the filling of casual vacancies.

The election of the Jumbunna Management Committee is required by our incorporation under the Incorporation Act. The election process also ensures that the members of the organisation have the opportunity to nominate and select individuals that they judge to have the required skills and commitment to represent their interests in governing the organisation.

Jumbunna Management Committee is committed to open and transparent election processes that aim to encourage suitable candidates for our Jumbunna Management Committee and the election of those most able to make a positive contribution to the organisation.

The organisation will endeavour to ensure that the Management Committee is composed of members that provide:

- an appropriate mix of skills and experience to meet the responsibilities of the Management Committee and the objectives of the organisation
- appropriate representation of the interests of relevant groups
- diversity in backgrounds.

PROCEDURES

The process for the election of the Management Committee and the appointment of office bearers is set out in detail in the organisation's constitution.

Seeking nominations

Jumbunna will:

- Provide a standard nomination form.
- Ask nominees to document their relevant skills and experience.
- Provide prospective nominees with an information kit about the role and responsibilities of being on the Management Committee

Nominations should be formally submitted to the organisation's Secretary or returning officer.

Conducting elections

Election procedures will comply with Jumbunna's constitution.

Appointing new Management Committee members

Following the election, all Management Committee members will be given and sign a committee agreement including code of conduct.

Appointing members to casual vacancies

Jumbunna will follow its constitution to appoint member to casual vacancies.

DOCUMENTATION

Documents related to this policy	
Related policies	Incorporation Requirements Annual General Meeting Orientation and Induction for Committee Members Board Role and Responsibilities
Forms, record keeping or other organisational documents	

Policy Name:	Management Committee Structure & Appointment	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		