

HECIS: Management Committee Meetings Policy

2.7	MANAGEMENT COMMITTEE MEETINGS
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Applies to: Management Committee	Version: 1
Specific responsibility: Management Committee, Office Manager, HECIS Co-Ordinator	Date approved: 5.8.14
	Next review date: Aug 20

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Associations Incorporations Act 2009
Contractual obligations	

POLICY STATEMENT

The Management Committee aims to ensure its meetings are efficient, its decision-making is effective and that committee discussions are inclusive and participatory

The Management Committee has adopted the following strategies in order to ensure efficient and effective decision-making at committee meetings. Management Committee meetings are held each quarter (one per school term). A quorum for a Management Committee meeting is (4) four members.

PROCEDURES

Agenda planning

The Chairperson/President and the HECIS Co-Ordinator plan the agenda before each meeting in order to:

- allocate issues to be included for decision making, discussion or information only (based on the input of staff and Committee members);
- ensure that the purpose for inclusion of issues is clear;
- plan time allocation for different issues on the agenda.

Structure of meetings

The following strategies will be used to ensure productive Management Committee meetings:

- The agenda will be structured to clearly identify non-discussion items, items for decision, items for discussion and items for information only.
- Time will be allocated at the beginning of each meeting for re-ordering and prioritisation of the agenda.
- Management Committee meetings will regularly include time for major discussion on key or emerging issues. These topics will be planned in advance.
- Items for the next agenda will be identified by
 - a. nomination by a Management Committee member
 - b. nomination by the HECIS Co-ordinator or a staff member
 - c. nomination by a another person who has requested to attend and raise matter.
- The meeting is chaired by the Chairperson/President, or his/her absence Vice Chairperson/President or other person that is nominated by the Chairperson/President.

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Decision-making in Management Committee meetings

To be clear about decisions made by the Management Committee and accurately document decisions:

- Items requiring decisions to be made will be clearly indicated on the agenda, with recommendations from staff included in the papers.
- As a decision is made, the chair will clarify to the meeting what the decision is.
- Voting on decisions shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote.
- The minute taker may also request that the meeting clarify and confirm a decision (e.g. before the meeting progresses, to seek clarification and read back the decision to ensure it has been captured correctly).
- Details of Management Committee decisions will be captured and included in this policy and procedure manual, where appropriate.

Closed discussions

- The Management Committee recognizes that at times there may need to be closed discussions. Such sessions may discuss personnel, financial, or other sensitive decisions that must not be made public.
- Closed items will not be recorded in the minutes but will be recorded separately and held in a confidential file.
- Records of a 'closed discussion' will also include why the reason why the matter was determined to be closed rather than on the public record.

Reporting and presentation of materials

The Management Committee papers will ordinarily include:

- Minutes of the previous Management Committee meeting
- Minutes of sub-committee meetings (where appropriate)
- HECIS Co-Ordinator Report
- HECIS Playgroup Co-Ordinator Report
- Financial Reports
- Papers provided for discussion. Any papers that require closed discussion should be noted as such.
- Papers provided for decision
- Papers provided for information.

The Office Manager will:

- send reminders to staff to submit their contributions
- prepare the papers and compile Management Committee papers for each meeting
- ensure Management Committee members have access to all relevant papers at least (5) five working days prior to a meeting.

Papers should be provided on all issues so that the Management Committee members can make informed decisions. Papers should indicate whether they are being provided for decision-making, for 'closed' discussion and decision, for information only or for discussion. Minutes from the sub committees (where appropriate) are to be circulated with the Management Committee papers, so as to allow Management Committee members time to read them in advance. Major items or issues that need discussion or decisions from the Management Committee should be separately listed on the agenda.

Matters requiring 'closed' discussion should not be minuted but the discussion and any subsequent decision should be recorded and held in a confidential file. These may also be discussed at a separate Management Committee meeting.

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Staff reports(HECIS Co-Ordinator & Playgroup Co-Ordinator) to the Management Committee

The Staff Reports should identify:

- Progress and outcomes against the HECIS organizational plan.
- Major developments in ongoing policy/sector development issues
- Emerging policy issues that may need to be addressed in policy/sector development work in future.

Role of staff in Management Committee meetings

The HECIS CoOrdinator and Office Manager will attend all Management Committee meetings.

Other staff are not expected to attend HECIS Committee meetings. Their attendance may be requested for discussion of issues in their area, and where these have been placed on the agenda for decision or discussion.

Staff members have the right to attend Management Committee meetings if they wish and to participate in discussions and debate that concerns their area of work, however this does not include in closed discussions.

Records of Management Committee meetings

The minute taker will keep the record of discussion and decisions at each Management Committee meeting. Minutes will then:

- be typed up, ratified at the subsequent meeting and signed by the Chairperson/President stored in electronic form on the HECIS admin computer and made available on request to Management Committee members and staff
- be stored in hard copy, with minutes from current and previous year held in the HECIS Main Office, and older records archived.
- held for seven years before shredding.
- For Management Committee meetings involving in closed discussions the in closed section of the meeting will be recorded but not included with general committee minutes. The written record of the in closed session will be held separately in a confidential file.

DOCUMENTATION

Documents related to this policy	
Related policies	Internal reporting Policy Records Management Policy
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	HECIS Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020