

## ***Role and Responsibilities of the NCNS Management Committee***



### **INTRODUCTION**

The Management Committee (NCNSMC) is the governing body of North Canterbury Neighbourhood Support Incorporated (NCNS). The key role of any governing body is to:

1. Strategic Direction
2. Oversight and Governance
3. Policy development
4. Financial Stewardship
5. Advocacy and Representation
6. Leadership Recruitment and Support
7. Risk Management

### **KEY ROLES**

#### **1. Strategic Direction**

- Develop and maintain NCNS vision and mission
- Uphold the values of NCNS
- Create, review and update the Strategic plan identifying priorities and setting goals
- Maintain an awareness of the environment in which NCNS operates and any factors that may impact on achieving NCNS goals.

#### **2. Oversight and Governance**

- Monitor progress in achieving agreed plans and goals
- Ensure compliance with all laws and policy
- Regularly monitor, assess and strive to improve NCNSMC performance.
- Utilise Sub-committees as required Sub-Committees, as required; set their terms of reference; and monitor their progress.

#### **3. Policy Development**

- Develop and review policies to provide a robust framework for decision making
- Abiding by all policies and procedures such as meeting protocol, declaration of conflicts of interest.

#### **4. Financial Stewardship**

- Setting annual budgets and monitoring via monthly reports
- Securing income through grants, fundraising and other sources
- Ensure prudent and transparent financial management and compliance with legal requirements
- Ensure all accountability reports to funders and members completed in timely manner
- Appoint signatories for the bank accounts.
- Establish expenditure and financial delegations

#### **5. Advocacy and Representation**

- Promote the NCNS mission and values to wider audience
- Build and maintain relationships with key stakeholders
- Advocate for funding, resources and support
- Assist at events to raise awareness and participation in NCNS

### **Advocacy and Representation** (continued)

- Monitor the satisfaction of members and users of NCNS service
- Ensure that NCNS collaborates with local organisations that align with NCNS vision.

### **6. Leadership Recruitment and Support**

- Recruitment of the NCNS manager (our CEO)
- Providing support, access to professional development, mentorship and performance review
- Ensure staff have access to the necessary resources to achieve successful outcomes
- Assisting in practical ways where possible

### **7. Risk Management**

- Identifying risks, operational, financial and reputational
- Developing contingency plans to mitigate and respond to risks
- Promoting awareness, creating a culture of responsibility and care
- Adhering to all relevant legislation including Health and Safety

### **FUNCTIONAL RELATIONSHIPS**

- The Committee Members report to the Chair
- The Manager reports to the Chair and takes direction from the NCNSMC Meetings, and from the Chair at other times.
- Committee Members may be working directly with the Manager, when this has been agreed to in NCNSMC meetings.
- NCNSMC members may contact the Manager for information on matters relating to management, administration and projects.

### **TIME COMMITMENT**

- This can vary according to the needs of NCNS.
- The NCNSMC meets once each month, usually the first Thursday morning of each month
- Additional sub-committee meetings are arranged as required.
- Specific duties undertaken by individual NCNSMC members can take considerable time, which often cannot be financially reimbursed but is noted and sincerely appreciated.

### **LENGTH OF TERM**

- At each AGM NCNSMC Members are elected for a term of one year.
  - There is no limitation on how many terms a NCNSMC member may serve.
  - If a NCNSMC Member wishes to resign for whatever reason, the Chairperson must be advised in writing.
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