**Multicultural Disability Advocacy Association of NSW Inc.**

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# Information for Members wishing to nominate for a

**Position on the 2022-2024 Governance Committee**

Please read the following information carefully if you are interested in nominating for any position. You will find information about the responsibilities of Governance Committee members in general and information for the different positions. This should help you understand the skills and commitment required to be on the Governance Committee.

The following information was taken from various sources and from the MDAA Constitution. The aim is to provide easy to understand information. If you are interested in the exact wording of the Governance Committee’s responsibilities and authority you might wish to read the constitution. Please ring to request a copy or come to the office to read it.

If you have any further questions or if you wish to talk about your nomination, please ring the MDAA office. If you contact MDAA after office hours, please leave a message and they will get back to you.

**Overall Responsibilities and Authority**

It is the overall responsibility and authority of the Governance Committee to make sure that MDAA fulfils its mission, principles and objectives. These are written out in the Constitution.

**In general, Governance Committee members oversee the following areas:**

**LEGAL** responsibilities include meeting the requirements of a range of Commonwealth, State and Local Government laws and regulations. Examples are funding agreements, incorporation requirements, insurance policies, permits, licences, copyright laws, defamation laws, work health & safety legislation, industrial awards and taxation.

**FINANCIAL** responsibilities include making sure there are adequate funds for MDAA to continue. The Governance Committee is responsible for ensuring that MDAA works within the limits of these funds and adequate records are kept. This includes developing a funding strategy; obtaining funds; negotiating funding and service agreements; approving budgets, financial statements and audits; monitoring expenditure against budgets; and reporting on the use of all MDAA funds.

**PERSONNEL** responsibilities include being involved with staff recruitment, training, supervision and support, discipline and dismissal, work health and safety issues and the development of personnel policies.

**PLANNING and POLICY** responsibilities involve making sure MDAA knows where it is heading, what it aims to achieve and how each job fits into MDAA’s overall direction.

**PROMOTION and MARKETING** responsibilities include raising awareness about disability and ethnicity and MDAA. MDAA’s credibility with consumers, funding bodies, policy makers and the community will depend on how well this is done.

**REPORTING and ACCOUNTABILITY** responsibilities are to inform and involve consumers, members of the community, funding bodies and policy makers about MDAA and its activities and achievements.

## Governance Committee Members’ responsibilities

* be aware of their responsibilities and act in MDAA’s best interests;
* attend Governance Committee related meetings, e.g. sub-committees and specific working groups;
* be punctual to meetings, having read the minutes, agendas and background papers before the meeting;
* contribute to discussions on issues and ideas raised in reports, background papers and at meetings;
* ask questions to ensure they understand the issues being considered;
* work as part of a committed team with other committee members;
* provide feedback on reports and policies when requested;
* keep informed about issues affecting the organisation;
* take on particular tasks from time to time;
* participate in MDAA’s planning and evaluation process;
* support MDAA decisions;
* keep Members informed about actions taken by the Governance Committee;
* act as an ambassador for MDAA and promote MDAA within their community;
* liaise with other community organisations as required; and
* take part in delegations to funding bodies and lobbying as required.

**Responsibilities of Office Bearers**

**Chairperson**: Only people from a non-English speaking (NES) /culturally and linguistically diverse (CALD) background with disability are entitled to nominate

**The Chairperson has the extra responsibilities to:**

* chair the Governance Committee meetings and general meetings;
* represent MDAA to the public;
* act on behalf of the Governance Committee, if directed to do so;
* sign official documents such as leases, funding agreements, etc;
* sign the Minutes of the previous Governance Committee meetings;
* write a report for the Annual Report.

**Vice-Chairperson**: Only people from a NES/CALD background with disability or Family/Carer members are entitled to nominate.

**The Vice-Chairperson has the extra responsibility to:**

* carry out the job of the Chairperson in their absence.

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At Governance Committee meetings the Chairperson’s responsibilities (and in their absence the Vice-Chairperson) are to:

* open, manage and close the proceedings at meetings;
* decide on points of order about the meeting process, for example how to vote, postpone or adjourn a meeting, when to put questions to a vote or check if consensus is reached;
* prioritise the business of the meeting, including deferring less important or less urgent items as needed;
* stimulate discussion on agenda items and encourage participation from all Governance Committee members;
* ensure that everybody on the Governance Committee understands the decisions they are making, and the decision-making process being used;
* summarise the decisions of the Governance Committee; and
* make sure the Minutes are accurate and all decisions are recorded.



### Secretary

**The Secretary has the extra responsibilities to:**

* keep minutes at the governance committee and general meetings;
* keep minutes of all appointments of governance committee members;
* notify Members of the time and place of the Annual General Meeting, except if it requires a special resolution;
* refer nominations for membership to the Governance Committee and inform the nominee of approval or rejection;
* inform members of disciplinary actions taken by the Governance Committee.

**Non-Office Bearing Committee Members**

* make decisions that follow the rules (the Constitution)
* make sure MDAA follows the law
* look after MDAA’s money and approve the annual budget
* take good care of the business of MDAA
* make plans for MDAA’s future

**In 2022- 2024 we are seeking nominations for four Governance Committee member positions.**

If you have any questions or if you wish to talk about your nomination, please ring MDAA on 9891 6400.

**Remember, you will need to send your nomination to reach MDAA by 5.00pm on the 30 November 2022.**

