



# Healesville Community Renewable Energy Inc Management01 – Central Committee

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Policy Type	Management	Subject	Central Committee
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## 1 Introduction

The Healesville CoRE working group was established after an initial community gathering in June 2017. This large group of volunteers continued to meet regularly and chose to incorporate as Healesville Community Renewable Energy Inc on 1 November 2017. Healesville CoRE follows the Model Rules for an Incorporated Association to govern its operations. Rule 42 (1) of the Model Rules states that the business of the Association must be managed by or under the direction of a Committee.

## 2 Purpose

The purpose of this policy is to identify the primary management body of the association (the Central Committee) and lists the duties associated with each position of the Central Committee

## 3 Central Committee Roles

The Central Committee consists of the following roles:

### 3.1 Management Roles

Each of these roles contributes to the management of the organisation and has a single vote at each Central Committee meeting that they attend. A member is elected to each of these roles at the business AGM. A majority of the elected members must be present at a Central Committee meeting for organisation business to be conducted.

1. **President** – Provides leadership to the organisation and oversees the operations of the organisation
2. **Vice President** – Supports the President in the leadership and actions other allocated responsibilities
3. **Secretary** – Facilitates agendas and minutes of meetings, monitors correspondence
4. **Treasurer** – Oversees the financial administration of the organisation
5. **Communications Manager** – Manages the promotion and publication of all online and print media
6. **Technical Manager** – Keeps abreast of research and development in the renewable energy field
7. **IT Manager** – Maintains Healesville CoRE IT infrastructure and systems
8. **Sustainability Advisor** – Provides assessment on energy, carbon, waste and environmental issues.
9. **Yarra Glen Representative** – A representative resident from Yarra Glen (This role is included in the Healesville CoRE managing committee as agreed in the Yarra Glenenergy Merger Agreement)

### 3.2 Support Roles

These roles support the operations of the management team.

1. **Membership Coordinator** – Maintains the membership list and reports metrics to the Central Committee
2. **Governance Officer** – Maintains governance, policies and compliance of the organisation.
3. **Grants Officer** – Applies for grants and manages acquittals

## 4 Central Committee Responsibilities

<p><b>President</b></p>	<ul style="list-style-type: none"> <li>• Provide leadership and direction to the Central Committee</li> <li>• Ensure that the Central Committee fulfills its responsibilities for governance</li> <li>• Chair Central Committee meetings, ensuring that they are run efficiently and effectively</li> <li>• Regularly focus the committee's attention on matters of governance that relate to its own structure, role and relationship</li> <li>• Ensure necessary skills are represented on the committee</li> <li>• Ensure succession plan is in place to help find necessary members when required</li> <li>• Ensure relevant strategic and business plans are developed to achieve goals of the organisation</li> <li>• Act as signatory for the Central Committee in legal purposes and financial purposes</li> <li>• Act as spokesperson for Healesville CoRE when required</li> <li>• Assist in the development of partnerships with other boards and organisations that are relevant to the goals of Healesville CoRE</li> <li>• Oversee legal requirements, business and strategic plans</li> <li>• Prepare agenda with the Secretary</li> <li>• Present the President's Report at the AGM.</li> </ul>
<p><b>Vice President</b></p>	<ul style="list-style-type: none"> <li>• Support the President in overseeing the operations of the association</li> <li>• Perform all duties in the absence of the President or as directed by the President.</li> </ul>
<p><b>Secretary</b></p>	<ul style="list-style-type: none"> <li>• Prepare the agenda for each meeting, in consultation with the President and distribute to appropriate recipients three days prior to the meeting</li> <li>• Manage minutes of the Central Committee meetings and ensure minutes are distributed to appropriate recipients within five days after each meeting</li> <li>• Be familiar with topic documentation to note applicability during each meeting</li> <li>• Maintain records of the committee and ensure effective management of these records</li> <li>• Manage the general correspondence of the Central Committee</li> <li>• Ensuring that accurate and sufficient documentation exists to meet legal requirements</li> <li>• Ensure that the records of the committee are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records</li> </ul>

<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Keep a detailed record of receipts and payments transacted by the association</li> <li>• Manage the association bank accounts</li> <li>• Manage the banking of all monies received and the payment of invoices, authorised where required by the Central Committee</li> <li>• Manage the receipt and payment of Goods and Services Tax and the associated reporting to the Australian Tax Office</li> <li>• Lead the annual budget process and ensure an appropriate annual budget is provided to the Central Committee for approval</li> <li>• Ensure development and review of financial policies and procedures</li> <li>• Support any required accounts review or auditing processes</li> <li>• Monitor ongoing revenue and expenditure of the association</li> <li>• Act as signatory for the Central Committee in financial purposes</li> <li>• Provide a financial report to each Central Committee meeting</li> <li>• Present a financial statement in accordance with Consumer Affairs Victoria guidelines at the AGM</li> </ul>
<b>Communications Manager</b>	<ul style="list-style-type: none"> <li>• Manage production and publication of online and print media</li> <li>• Oversee the Newsletter Coordinator and assist with editorial review</li> <li>• Produce and maintain publication policies, standards and procedures including policies governing appropriate use of social media</li> <li>• Monitor online correspondence and to provide timely response to all online correspondence</li> <li>• Manage the general promotion of the group via markets, festivals, schools, radio, local newspaper etc.</li> </ul>
<b>IT Manager</b>	<ul style="list-style-type: none"> <li>• Manage updates to the website and other electronic social media</li> <li>• Maintains IT infrastructure systems</li> <li>• Coordinate Graphic Designers, Web Designers and IT support</li> <li>• Works with the Communications Manager to promote events and notices</li> </ul>
<b>Technical Manager</b>	<ul style="list-style-type: none"> <li>• Liaise with equipment suppliers, retailers and other providers</li> <li>• Keep updated with ongoing research and development in the renewable energy field</li> <li>• Manage technical review of proposed initiatives of Healesville CoRE</li> <li>• Manages the Home Energy Efficiency Advisory Program</li> </ul>
<b>Yarra Glen Member</b>	<ul style="list-style-type: none"> <li>• As part of the merger agreement with YarraGlenergy, Healesville CoRE have a committee member to support and maintain interests of Yarra Glen</li> </ul>
<b>Sustainability Advisor</b>	<ul style="list-style-type: none"> <li>• Works closely with the Technical Manager to keep updated with renewable energy developments</li> <li>• Assists with the Home Energy Efficiency Advisory Program</li> </ul>

## 5 Desirable Attributes

<b>President</b>	<p>The President should:</p> <ul style="list-style-type: none"> <li>• be well informed of all organisation activities and able to provide oversight</li> <li>• be a person who can develop good relationships internally and externally</li> <li>• be forward thinking and committed to meeting the goals of the committee</li> <li>• have a good working knowledge of the committee constitution, rules and duties of office bearers</li> <li>• be able to work collaboratively with other committee members</li> <li>• be a competent public speaker</li> </ul>
<b>Secretary</b>	<p>The Secretary should:</p> <ul style="list-style-type: none"> <li>• be organised</li> <li>• have competent computer skills</li> <li>• maintain confidentiality of issues where appropriate</li> </ul>
<b>Treasurer</b>	<p>The Treasurer should:</p> <ul style="list-style-type: none"> <li>• have good organisational skills</li> <li>• have financial expertise</li> <li>• be able to maintain accurate records</li> <li>• be honest and trustworthy</li> <li>• have good communication skills</li> </ul>

## 6 Other Organisation Roles and Responsibilities

The Central Committee needs the support of Healesville CoRE volunteer members, to deliver all of the responsibilities that are necessary for effective delivery of the organisation's Vision and Mission goals; see HCVP001 document (Vision and Mission Statement). The additional roles and responsibilities that support the effective running of the organisation are listed below. Each of the roles may be delivered by one or more individuals. Any individual may contribute to the delivery of more than one role.

Each role contributes to the functioning of the Central Committee. The functional structure of this responsibility is illustrated in an organisation structure as shown in the Healesville CoRE Subcommittees document (HCMP002).

<b>Role</b>	<b>Responsibility</b>
Accountant	Works with Treasurer on more complex financial reports such as GST reporting and budgets.
Events Coordinator	Responsible for overseeing various events which may come up in the future. Assigned per event.
Feedback Analyst	Responsible for analysing feedback from events and other projects and reporting back to the Central Committee.
Governance Officer	Maintains governance, risk and compliance policies, processes and procedures. Duties such as oversight and strategic planning fall under governance activities. Works with the President.
Grants Officer	Applies for grants and funding.
Graphics Designer	Brochures, website etc. as required.
Membership Coordinator	Keeps member records, monitors membership queries and payments, welcomes new members.
Newsletter Coordinator	Produce newsletter (quarterly?) for website and social media, seeks contributions from members in the way of articles, comments, news etc.
Photographer	Photographs events and milestones, pool of volunteers to be engaged on an as needs basis.

## 7 Related Documents

Communications06 - Media Relations Policy

Management03 - RACI Matrix

## 8 Functional Structure

