

Wesley Mission Victoria

QUALITY GOVERNANCE & SOCIAL POLICY COMMITTEE

CHARTER



1. Purpose of Charter

This Quality Governance & Social Policy Charter sets out the membership, responsibilities, authority and operation of the Wesley Mission Victoria Quality Governance & Social Policy Committee (QG&SP).

2. Authority

The QG&SP is appointed and authorised by the Board of Wesley Mission Victoria to assist the Board in fulfilling its statutory, fiduciary and regulatory responsibilities in respect of quality governance, client services, staff and volunteers and social policy matters.

3. Role of the Committee

The role of the Committee is:

- To ensure Mission services and programs are consistent with the Mission's Constitution, Values and strategic plan.
- To ensure that adequate policies and procedures, systems and processes are in place to enable the Organisation to meet its duty of care obligations to its clients, staff and volunteers.
- To assist the Mission in the development of social policy initiatives and the Mission's contributions to public debates that are relevant, appropriate and consistent with the Mission's Constitution, Values and strategic plan.

4. Committee responsibilities

- To monitor the effectiveness and quality of services provided by the Mission.
- To consider, and where appropriate respond to, proposed changes to government policy and legislation relevant to service delivery, and review the potential impact of such changes on the Mission.
- To consider major new program directions, review major proposals for the development of new services, service redevelopment and service closure, and make recommendations to the Board as required to ensure the interests of clients, staff and volunteers are met.
- To encourage research and appropriate advocacy in relation to service delivery and social policy and monitor the effectiveness of the outcomes.
- To promote the development of effective partnerships with other relevant service delivery and educational institutions in order to enhance learning within the Mission and improve the effectiveness and quality of services.
- To monitor the effectiveness of the policies and procedures on the practice and culture of the organisation in regards to the employment of staff and the engagement of volunteers.

5. Composition

Members of the Committee are appointed by the Board. The Chair of the Board shall recommend the appointment or reappointment of each non-executive member of the Committee.

The Committee shall consist of at least two non-executive Directors as well as the Chief Executive Officer, General Manager Youth & Community Services, General Manager Disability & Aged Care, and the Director of Mission. Other General Managers (People & Culture,

Advocacy & Relationships) will be required to attend as their reports are considered. Other Managers may attend by invitation.

The Chair of the Committee shall have the power to co-opt suitably qualified external persons to join the Committee. Such co-optees shall be approved by the Board and shall be appointed for a period of three years, and may seek reappointment.

6. Chair

The Chair of the Committee must be a non-executive director and shall be appointed the Chair of the Board.

Should the Chair of the Committee be absent from a meeting, the members of the Committee present shall appoint a Chair from the non-executive Directors on the Committee for that particular meeting.

7. Frequency of Meetings

The Committee shall meet monthly.

8. Written or Electronic Consent

Any action required or permitted to be taken at any meeting of the Committee may be taken without a meeting, if written or electronic consent is signed by all members of the Committee, provided that such written or electronic consent be filed with the Minutes of the proceedings of the Committee.

9. Quorum

A quorum shall consist of half plus one of the Committee membership, at least one of whom shall be a non-executive Director.

10. Communication

The Committee through the Chair shall have direct communication channels with external people with expertise relevant to the work of the Committee, as appropriate.

11. Attendance

Other executives or staff and/or advisors and other parties external to the Organisation that the Chair of the Committee thinks may add value may be invited to attend meetings.

12. Secretary

The Company Secretary or a designate shall be appointed Secretary of the Committee.

13. Minutes

Minutes of the meetings of the Committee shall be prepared by an Executive Assistant, approved by the Chair of the Committee and a draft circulated to all members of the Committee within 7 days after the meeting.

Minutes shall be circulated to all Directors with the agenda and papers for the next meeting of the Board of Directors 5 days prior to the meeting.

Minutes of meetings shall be confirmed at the next meeting of the Committee
The Committee Chair will approve the Agenda for Committee Meetings.

14. Reporting

To report regularly to the Board and make recommendations as appropriate.

15. Review

The Committee Charter for the Committee will be approved by the Board and reviewed by the Board annually.