



Governance and Operational Principles for Committee Members

Version V1

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General Principles for Committee Members

VEFN Committee members will commit to:	VEFN Committee members will act accordingly to:
Implement good corporate governance.	<ul style="list-style-type: none">• Exercise their powers and discharge their duties with the degree of care and diligence of a reasonable person in their position;• Act in good faith, in the best interests of VEFN and to further its purposes;• Not misuse their position e.g. not use the position as Committee member to gain an advantage for themselves or someone else or to the detriment of VEFN or the groups that VEFN supports• Disclose perceived, potential and actual conflicts of interest in accordance with the policy and procedures and not vote or participate in Committee discussions unless permitted;• Ensure VEFN's financial affairs are managed responsibly; and• Not allow VEFN to operate while insolvent. The Committee members must adequately understand the finances and ensure there are sufficient resources to pay debts as and when they fall due.
Work to achieve an effectively functioning committee	<ul style="list-style-type: none">• Work according to the agreed committee agenda.• Contribute ideas and analysis to help implement and develop the vision and priorities of the committee.• Act in the best interests of the committee and protect and enhance its reputation.
Promote efforts of Friends groups.	<ul style="list-style-type: none">• Act to represent the interests of all VEFN members and all Friends groups more generally.



VICTORIAN ENVIRONMENT FRIENDS NETWORK

Be open, friendly and approachable and treat people with courtesy and respect.	<ul style="list-style-type: none"> • Act ethically and in a principled manner and treat people with courtesy and respect. • Honour agreements and undertakings that we make.
Protect the intellectual property of the committee.	<ul style="list-style-type: none"> • Not misuse information obtained in the performance of being a Committee member e.g. only use this information to further the charity's purposes in its interests and not for the benefit of the Committee member or someone else, nor to the detriment of VEFN. • Ensure that databases and mailing lists are adequately protected and stored and are treated as confidential to the committee. • Treat committee documents and communications as confidential unless otherwise agreed. • Only use VEFN databases and mailing lists for committee purposes as agreed. • Commit to abiding by the Commonwealth Government cyber security codes of practice as they evolve.

Roles and responsibilities of office bearers

Office bearers should aim to give reasonable notice to the committee if they intend to stand down before an election. Reasonable notice in the context of the VEFN committee is considered to be three months, or at least two subsequent committee meetings in order to ensure effective handover.

Convenor/President:

- Act to ensure the development of a coherent and practical vision and strategy for VEFN and oversee its communication to all relevant stakeholders.
- Work to ensure the efficient and effective working of the committee and build cooperative and harmonious relationships between committee members.
- Lead Committee meetings.
- Ensure the Minutes correctly reflect the meetings.
- Ensure that Committee correspondence and submissions accurately convey the intent of the Committee.
- Work closely with the Deputy Convenor, Secretary and Treasurer to ensure they carry out their roles and that all governance and committee procedures are followed.

Deputy Convenor:

- Undertake the role of Convenor in their absence or at their request
- Support the Convenor, Secretary and Treasurer in the performance of their portfolios.



VICTORIAN ENVIRONMENT FRIENDS NETWORK

Secretary: [note: some of these requirements may be tasked to others, eg Newsletter editor or membership manager]

- Keep and maintain appropriate records of the committee, including meeting agendas, minutes; records of decisions, correspondence (electronic and paper).
- Maintain a register of members.
- Maintain effective and timely communication with all committee members.
- Ensure that appropriate procedures are in place to record and store electronic communications, including databases and mailing lists and that these are adequately protected by reasonable security measures with back-ups kept by another appropriate committee member.
- Manage access arrangements and passwords for VEFN accounts such as Hotmail; Dropbox; Survey Monkey; Mail Chimp and ensure that these are recorded in such a manner as to be accessible by another appropriate committee member or incoming secretary as required.
- Oversee preparation of the FriendsNET newsletter in a timely manner and manage upload to the web site and distribution through the mailing list.
- Manage arrangements for the conduct of VEFN's Annual General Meetings and ensure that all relevant governance procedures are complied with.
- Ensure that reporting obligations to Consumer Affairs Victoria are complied with.

Treasurer

- Keep and maintain appropriate records of all VEFN transactions.
- Manage receipts and disbursements.
- Prepare and provide accounts to the committee on a regular basis.
- Prepare annual accounts for presentation to the AGM.

Record keeping procedures

- As the VEFN committee is a virtual organisation with no physical office or centralised record keep systems, it needs to ensure that records are kept in a manner and form that ensures they are not lost.
- At a minimum, all records and passwords (such as for Facebook and the website) should be accessible by at least one office bearer and by one ordinary committee member to ensure continuity.
- Secretary and responsible committee member to pass on records to relevant incoming committee members.