

Mansfield Autism Statewide Services

Board Authority and Operations

Policy and Procedures

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| MG1 | MASS Governance | Board Authority and Operations Policy and Procedures |
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| What this policy aims to do | Articulate the role, and authority and operational processes of the MASS Board |
| Who this policy applies to | This policy applies to Directors who serve on the Board but it is also important that employees, people who use MASS services and other stakeholders understand what the Board does and how it works |
| Who is responsible for carrying out this policy | The Board and CEO |
| What words used in this policy mean | <p><i>'Governance'</i> is the structures and processes by which an organisation sets goals, monitors performance, maintains viability and ensures compliance with legal requirements and ethical standards</p> <p><i>'Constitution'</i> means a set of rules which act as a contract between the association and its members</p> <p><i>'Fiduciary duty'</i> means a duty to act at all times in the best interests of the organisation</p> |
| Legislation this policy is based on | National Disability Service Standards Child Safe Standards |
| Other relevant policies | HS13 Duty of Care MS3 Staff Code of Conduct MG3 Conflict of Interest MG4 Risk Management MG5 Delegations MG6 Financial Management MG7 Planning and Quality Management |

| Version | Date | Author/Editor | Approved by | Notes |
|---------|-----------|---------------|-------------|-------|
| 1.0 | 26/8/2016 | Peter Lane | | |

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| 1.1 | 30/5/2018 | D Stephenson | | Update format |
| 1.2 | 16/1/2019 | D Stephenson | S.Reeves | Update Policy and supporting documents. |
| 1.3 | 16/5/2019 | D Stephenson | Board | Board reviewed |
| 1.4 | 28/2/20 | D Stephenson | | Changed name from MBD to MASS Governance. |
| 1.5 | 13/10/21 | T de Vries | Board | Change Director to CEO. Add detail about role of Board. Add Finance Committee Charter and Board Performance |
| 1.6 | 1/02/22 | T de Vries | Board | Annual review. Add diversity principle |

Board Authority and Operations POLICY

The Board is MASS's governing body which derives its status, powers and responsibilities from the relevant legislation and the MASS Constitution. The Board is bound by the MASS Constitution which outlines the objects of association (purpose) and rules (such as membership rights and mechanisms for appointing Directors). The Board has specific tasks:

- **Ensuring MASS meets its contractual, ethical and legal obligations.**
The Board will ensure that systems, processes and policies are in place to ensure all aspects of the organisation are functioning in line with its purpose and obligations.
- **Ensuring MASS's objectives are developed and sustained, engage in strategic and business planning and monitor progress.**
MASS strategic planning engages staff, families, team leaders and the Board in a process of reflection, forward thinking and planning. Strategic plans are written for durations of 3-5 years. The Board will take a big picture view, taking into account obligations, risk management and resources to help develop objectives and guide the strategic plan. The Board will review the strategic plan every 6-12 months to monitor progress, plan any adjustments and note major achievements.
- **Promote and maintain a culture of safety and rights for all MASS clients, staff, families and volunteers.**
The Board sets expectations related to values, organisational culture, human rights and safeguarding. MASS adopts a Zero Tolerance approach to providing services. The Board will ensure appropriate policies, training, and review of incidents are in place.
- **Engage in risk management**
The Board engages in regular and systematic review of organisational risks (see MG4 Risk Management for more detail).
- **Ensuring organisational resources are sufficient and well managed, to ensure the ongoing viability of the organisation.**
Through its Finance and Remuneration Committee, the Board works with MASS Finance Team to protect the organisation's financial wellbeing. The Board engages in annual budget planning and quarterly reviews.