

GOVERNANCE POLICY

Policy number	1.01	Version	2023v4
Responsible Person	Chief Finance and Operations Officer	Approval date	28-11-2023

INTRODUCTION

ASHM Health (ASHM) is a membership-based organisation with the legal structure of a public company limited by guarantee. ASHM is subject to regulation by the Australian Charities and Not-for-profit Commission (ACNC) and has health promotion charity status.

ASHM complies with the principles of governance as mandated by the ACNC.

The Board takes legal and fiscal responsibility for ASHM, establishes delegations including to Board committees, and oversees strategic management and planning.

The ASHM Board members have ultimate responsibility for the governance of the organisation. Broadly governance is concerned with:

- The internal framework, within which the Board works with the CEO and staff, volunteers, service users, members, and other stakeholders, to ensure the organisation is effectively and properly run.
- External relations and related compliance requirements.

PURPOSE

The purpose of this policy is to:

- Confirm ASHM's commitment to best practise governance practices.
- Identify the key governance documents and their purpose.

DEFINITIONS

Governance is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision, and accountability of an organisation.

The Governance Manual comprises this Policy, the Constitution, Board Charter, and Compliance Manual.

POLICY

ASHM is committed to the pursuit of best practice governance including full compliance with its legal and other obligations.



Key ASHM Governance Documents comprise:

The ASHM Constitution

The ASHM Constitution sets out the rules of how the organisation is organised internally, importantly governing the relationship between Members, Board, and Operations/Staff.

The Constitution is subject to periodic review to ensure it remains compliant, efficient, and consistent with good practise. Changes to the Constitution require approval by the Voting Members following processes set out within the Constitution. Company law means that a number of changes may not be made, e.g., appointment of the external auditors must sit with the members.

The Board Charter

The Board Charter sets out the respective roles, responsibilities, and authorities of the board of directors and management in setting the direction, the management and control of the organisation plus documents how the Board functions.

The Compliance Manual

The Compliance Manual provides a high-level overview of ASHM's compliance responsibilities and documents the methods by which ASHM manages these compliance risks.

RELATED POLICIES

3.03 Risk Management

3.05 Delegations

AUTHORISATION

ASHM Board

HISTORY

Version	Approved Date	Comments/ Amendments
2018v1	20-11-2018	First version
2022v2	17-03-2022	Updated for: <ul style="list-style-type: none">- Voting members as per 2020 Constitution- links- changes to the structure of the AICD's 10 principles of best practice governance
2022v3		Updated for: <ul style="list-style-type: none">• new external links• external policy compliance review
2023v4	28-11-2023	<ul style="list-style-type: none">• Updated company name to ASHM Health• Simplified policy and procedures generally & removed references to AICD guidance (given ACNC Standards are the governance requirements directly relevant to ASHM)

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GOVERNANCE PROCEDURE

Procedures number	1.01	Version	2023v4
Responsible person	CFOO	Approval date	28-11-2023

RESPONSIBILITIES

It is the responsibility of the Board to establish and maintain a governance framework, this includes: policies and procedures, systems of financial control, internal control, and performance reporting.

It is the responsibility of the Board to clearly demarcate and delegate the functions of sub-committees, officers, the CEO, and other staff and agents.

It is the responsibility of the CEO to address key management and operational issues within the direction and the policies laid down by the Board.

The Chief Finance and Operating Officer is responsible for:

- Overseeing the process to implement any required changes to the ASHM Constitution.
- Keeping the Governance Manual up to date and consistent with good practise.
- Ensuring ASHM complies with the ACNC and other governance requirements.

RELATED DOCUMENTS AND FORMS

ASHM Constitution

ASHM Board Charter

ASHM Compliance Manual

ASHM Policies and Procedures

AUTHORISATION

ASHM CEO