

## **COMMITTEE OF MANAGEMENT CHARTER**

### **Introduction**

North Melbourne Language and Learning (NMLL) is a non-profit, community-based organisation established in 1989 to assist local residents to learn English and life skills. These classes have always had a focus on assisting residents to become better informed of their rights, responsibilities and the services and opportunities available to them.

NMLL is located on the public housing estate at 33 Alfred Street, North Melbourne. In 2007, NMLL was awarded "Neighbourhood House" status and as a result funded for the first time by State government for the extensive community development work. Most NMLL students are primarily from a culturally and linguistically diverse background, who are experiencing disadvantage, including poverty, misfortune, sickness, disability, or other barriers to participation or attainment ('The Target Group').

NMLL is a Registered Training Organisation (RTO) and the courses are approved by Centrelink and recognised by other RTOs.

### **NMLL Mission**

The Association's primary mission is the provision of benevolent relief by way of education, training and other support programs to individuals, primarily from a culturally and linguistically diverse background, who are experiencing disadvantage, including poverty, misfortune, sickness, disability, or other barriers to participation or attainment.

### **NMLL Vision**

To be recognised as North Melbourne's leading Learning centre for enriching and empowering the lives of individuals who are primarily from a culturally and linguistically diverse background, who are experiencing disadvantage.

## **Organisational objectives**

- a) Address helplessness and promote the well-being of The Target Group by:
- Providing literacy training and support to those with low levels of literacy and education.
  - Providing education programs designed to improve health, wellbeing and personal safety
  - Providing support and advice to ensure fair, adequate and equitable access to services provided by government and other third-party agencies.
- b) Improve the employment prospects of the Target Group by:
- Providing education programs that teach valuable work and life skills
  - Providing resources to further their education towards positive employment outcomes; and
  - Linking community members with training pathways and employment opportunities.
- c) Strengthening community integration and support for diversity by:
- Providing English-speaking programs to linguistically diverse individuals
  - Providing forums that allow marginalised individuals to interact and share their cultural knowledge and experiences with each other; and
  - Facilitating and encouraging social and racial tolerance and understanding within the community.

## **As stated in the NMLL Rules of Incorporation, the Committee of Management controls and manages the business and affairs of NMLL, which includes:**

- acting as the representatives of the broader community
- setting and monitoring NMLL's strategic direction and priorities
- ensuring that the NMLL Rules of Incorporation are adhered to
- establishment and monitoring of all policies
- overseeing compliance with legislation and funding agreements
- monitoring of operational and management functions
- monitoring of financial performance
- monitoring of continuous improvement strategies
- employment and support of NMLL staff
- ensuring that robust risk management policies and procedures are in place to minimise any risk to the organisation's mission, its assets, its programs, its reputation, its staff and its participants.

## **Decision-making by the Committee of Management**

The Committee of Management makes decisions via:

- meetings held at least 6 times per year
- executive meetings for urgent matters.

The Committee is to conduct its business by the rules that are outlined in the NMLL Rules of Incorporation, where it is required that 4 members constitute a quorum.

## NMLL Policy Framework

NMLL policies are designed to provide clear, unambiguous guidelines for the implementation of both the Committee of Management's role and the NMLL's operational elements. Policies provide continuity and a consistent point of accountability.

The NMLL policy framework identifies policies and directions related to NMLL's business and affairs. It includes the following documents:

Governance	Management		Service Delivery
	Legislative	Operational	
Strategic Business Plan	Diversity	Recruitment and Employment (HR)	Information Technology
Rules of Incorporation	Student Enrolment	Finance	Code of Conduct
Committee of Management Charter	Health and Safety	Staff Grievance	Student Grievance
Annual Reporting	Privacy and Confidentiality	Professional Development	Fees and Refunds
		Continuous Improvement	Training, Assessment and Evaluation
		Social Media Usage policy	Volunteering
		Risk management	
		Sponsorship policy	
		? Marketing & Promotion	

CHANGE HISTORY of POLICY	
Previously known as <i>Operation and Management Policy</i>	Initial approval of policy 17 June 2002
Date last reviewed March 2015	This version approved at Committee of Management Meeting date 23 April 2015
Policy review due: March 2018	