



Decision making

Policy Name

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Policy statement: direction and intended end result

THC Housing is committed to ensuring that effective governing body meetings and AGMs are held as per the requirements of the Constitution and to ensure accountability to the membership, community and funding bodies.

THC Housing is committed to ensuring that effective, transparent and accountable arrangements (including an appropriate subcommittee structure and Code of Governance) are in place for decision making to give effect to strategic, operational, financial and risk plans.

THC has a consistent and systematic approach to ensuring that:

- regular, effectively managed governing body meetings are held
- meetings focus on governance business
- meetings have a well-developed agenda that focuses on strategic issues
- governing body members receive appropriate information so that decisions can be made in a timely and informed manner
- AGMs are organised, have a clearly defined agenda and are focused on the relevant business of the AGM
- governing body dispute resolution and performance review processes are in place.

Procedures: examples

[Outline your organisation's processes for calling and holding governing body meetings. (If appropriate, the following may need to be broken into separate procedures) Consider:

1. how often are meetings held? Venue? Catering provided?
2. who is responsible for chairing the meeting?
3. what is the process for developing the agenda? Who is responsible for developing and sending out the agenda? How can members add items to the agenda?
4. who is responsible for taking minutes? Where the minutes from previous meetings are maintained, who is responsible? Who signs off on the minutes as a true and accurate reflection of the meeting and decisions made and when is this done?
5. what information, other than the agenda, is provided to governing body members? When is this information provided, e.g. reports from key staff, correspondence, financial reports etc?
6. how are meetings conducted? How is participation encouraged? How is confidentiality maintained? How are decisions made? How are conflicts resolved?
7. are members reimbursed for out-of-pocket expenses? What is the process for claiming expenses?
8. has your organisation developed a governance calendar for activities such as budget review, annual planning, management review etc?]

[Outline your organisation's processes for calling and holding the AGM. (If appropriate, the following may need to be broken into separate procedures) Consider:

1. requirements of the Constitution, relevant incorporation legislation etc.
2. who is responsible for organising the meeting (venue, invitation, advertising etc) including managing the process of member/governing body nomination and selection (Returns Officer) if not covered elsewhere?
3. development of Annual Report and how it will be disseminated.



SHELTER

because housing matters

4. tabling of Financial Reports and other reports]