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CHCMGT007 Work effectively with the Board of an organisation

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# Modification History

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| --- | --- |
| Release | Modification History |
| Release 2 | Minor changes to application and performance criteria. |
| Release 1 | This version was released in CHC Community Services Training Package release 2.0 and meets the requirements of the 2012 Standards for Training Packages.  New Unit |

# Application

This unit covers the skills required to work effectively with the Board or committee of an organisation or facility.

This unit applies to workers in a range of sectors and settings who are required to work with and provide information to Board or committee members.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

# Unit Sector

# Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
| --- | --- |
| Elements define the essential outcomes | Performance criteria specify the performance needed to demonstrate achievement of the element. |
| 1. Plan for working with Board | |  |  | | --- | --- | | 1.1 | Analyse the organisation’s governance policy guidelines to differentiate the member, governance and management issues | | 1.2 | Identify the relationships between governance issues and management issues | | 1.3 | Identify roles, responsibilities and procedures for Board members | |
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| 2. Facilitate the development of Board | |  |  | | --- | --- | | 2.1 | Communicate the organisation’s governance policy to new Directors | | 2.2 | Inform Directors of continuing professional development opportunities | | 2.3 | Advise Directors of the relevant aspects of federal, state and local legislation and by-laws for organisation compliance | | 2.4 | Request input and assistance from Board members to support organisational outcomes | |  |  | |
|  |  |
| 3. Provide detailed information for the Board | |  |  | | --- | --- | | 3.1 | Prepare and submit a Board paper containing an agenda, necessary information and recommendations | |  |  | | 3.2 | Identify emerging issues in the industry that are likely to have an impact on the organisation’s business and strategic plan | | 3.3 | Evaluate the identified emerging issues within a risk management and due diligence framework for their impact on the organisation and communicate this information to the Board | | 3.5 | Differentiate governance and management issues and confirm findings with the Board | | 3.6 | Communicate organisational progress to the Board in relation to business plan, strategic plans and areas of concern | | 3.7 | Provide recommendations to the Board for future actions and directions | | 3.8  **DRAFT** | Confirm future actions, directions, timeframes and responsibilities with the Board and document decisions | | 3.9 | Review completeness and accuracy of meeting minutes and report to the Board | |  |  | |
|  |  |
| 4. Ensure regular communication with the Board | |  |  | | --- | --- | | 4.1 | Implement actions and communicate outcomes as per documented decisions and in accordance with policies and procedures | |  |  | | 4.2 | Brief the Chairperson on details of all key issues | | 4.3 | Seek feedback from the Board in relation to own performance | |  |  | |  |  | |

# Foundation Skills

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| The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance. |
| Foundation skills essential to performance are explicit in the performance criteria of this unit of competency |

# Unit Mapping Information

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# Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>

Assessment Requirements for CHCMGT007 Work effectively with the Board of an organisation

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# Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has:

• developed a Governance Policy for at least one organisation

• prepared Board Papers that included:

• progress against the organisation’s strategic plan and/or business plan

• information and recommendations for at least 2 governance issues and 2 management issues

• participated in a Board meeting, including:

• communicating concerns and recommendations for at least 2 issues

• obtaining a decision on future directions for at least 2 issues

• recording minutes

# Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

• different types of Boards

• purpose, structure and requirements of business plan and strategic plans

• legal framework under which the organisation operates and the Memorandum and/or Articles of Association of the organisation

• roles and responsibilities of particular functions on the Board

• role policies and procedures play in the effective running of an organisation

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• separation of the governance (Board) and management (Chief Executive Officer) functions of the organisation and how the management issues are effectively functions of the Board that are delegated to the Chief Executive Officer (CEO)

• human resource management practices as they relate to the development of effective working relationships between paid staff and volunteer and/or paid Boards

• organisation’s governance policy guidelines including policies and procedures in:

• role of Board

• Board structure

• role of individual Directors

• role of Chairperson

• role of Company Secretary

• role of Chief Executive Officer (CEO)

• Board meetings

• Board meeting agenda

• Board papers

• Board minutes

• the Board calendar

• delegation of authority

• monitoring

• strategy formulation

• service and advice

• contacts

• Chief Executive Officer (CEO) evaluation

• Director protection

• Board evaluation

• Director development

• Director selection and induction

# Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

# Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>

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