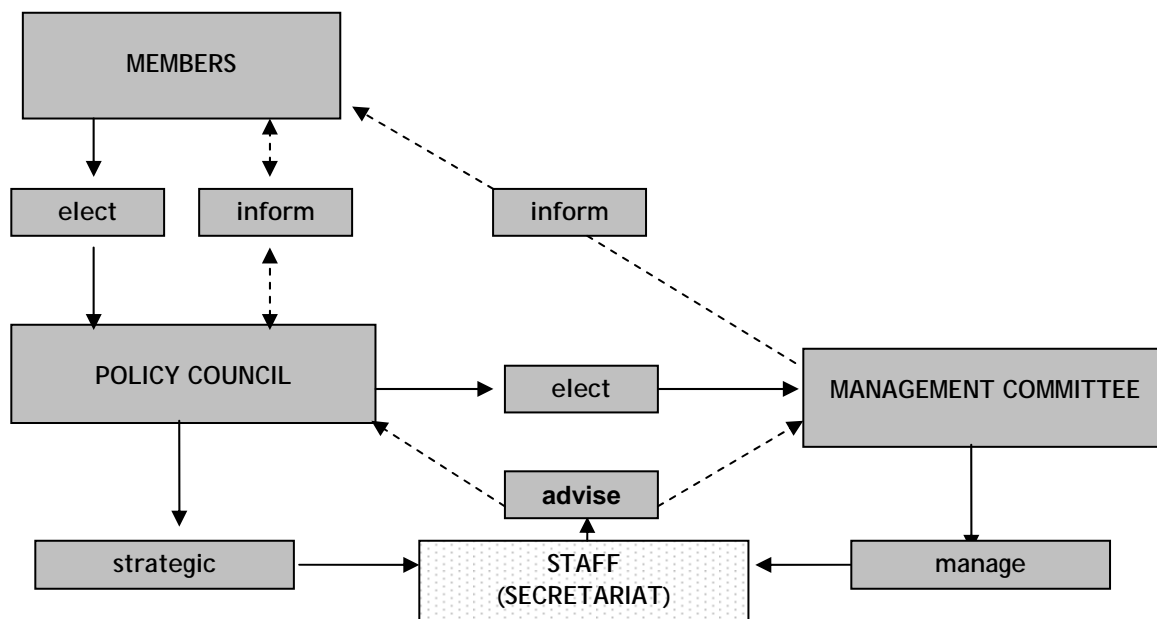




YACSA Policy Council & Management Committee Roles & Responsibilities

This diagram outlines how the major groups who govern YACSA all fit together, and how you as a member of Policy Council can now influence YACSA's activities.



Policy Council

As your youth worker network representative you are a member of Policy Council. The roles and responsibilities of the Policy Council are as follows:

- To determine, develop and promote YACSA's policy position and advice
- To determine, develop, monitor, review and update YACSA's Policy Platform
- To develop and promote YACSA's position on youth sector program advocacy
- To determine YACSA's directions in relation to the development of a well resourced and influential youth sector

- To facilitate the involvement of young people in YACSA's decision making and advisory processes
- To inform the process by which YACSA contributes to the promotion of youth participation in the general community
- To influence the strategic directions of YACSA through planning process
- To contribute to, and approve, YACSA's annual workplan
- Promotion of YACSA membership through networking

Management Committee

This section is for your information. The members of Management Committee are elected from Policy Council. As a member of Policy Council you can nominate to sit on Management Committee.

The Management Committee is YACSA's governing body and is responsible for:

- Ensuring YACSA's adherence to the legal requirements of incorporation as laid down in YACSA's constitution and the Associations Incorporations Act 1985
- Ensuring YACSA's adherence to, and achievements against, its mission and objects
- Overseeing the implementation of YACSA's strategic directions
- Developing and approving the annual budget forecast, major expenditures and borrowing
- YACSA property and asset management
- Financial management and accountability to members and external funding bodies
- Financial planning, including activities related to fund raising
- The making of decisions, which are outlined in the responsibilities of Policy Council and, which due to timing require an outcome prior to the next sitting of Policy Council
- Determining and approving the arrangements for the Annual General Meeting
- Management of YACSA legal responsibilities and contracting
- Human resource management including the recruitment, employment and dismissal of all YACSA Secretariat staff; development of policies and procedures
- Employment, monitoring and evaluation of Executive Director's performance
- Management of YACSA membership procedures including recruitment; membership policy; related fees and charges; approval of new membership; and acceptance and determination of membership cessation and suspension
- Ensure adherence to YACSA policies and procedures and where needed take appropriate action