



YACSA Policy Council & Management Committee Roles and Responsibilities

The roles and responsibilities for YACSA's Policy Council and Management Committee outlined in this document flow from the YACSA constitution where it has been determined that YACSA will set down a policy for this purpose. As stated in the constitution the document can only be amended with a majority vote of the members in attendance at a Policy Council meeting.

The composition, voting rights, duration, suspension and cessation of both the Policy Council and the Management Committee membership are outlined in the YACSA Constitution.

Each Policy Council and Management Committee member will be provided with an electronic copy of the papers 7 days in advance of any meetings (hard copies need to be arranged through the YACSA Administrator). Any questions that arise from the papers can be directed to the Executive Director where they will be answered or raised at the next meeting. All members are able to raise items for the agenda. Notice of agenda items must be provided 14 days in advance of the meeting or be raised at the meeting as 'any other business'.

The meeting dates for both the Policy Council and Management Committee will be provided in the form of an annual calendar.

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

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