



## Central Highlands Association of Neighbourhood Houses

# Board Requirements and Reimbursements Policy

### Document Control

<b>Policy Title:</b>	Executive Requirements and Reimbursements		
<b>Policy Number:</b>	GOV004	<b>Version Number:</b>	3
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### Relevant standards, legislation and other documents:

- Incorporations Act
- Victorian Human Rights Charter

<b>Definitions:</b> (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DFFH	Department of Families Fairness and Housing
Members	NHCP funded Neighbourhood Houses within the Central Highlands area
Board	CHANH Board of Governance
Staff	Any person employed by CHANH or volunteering at CHANH

### Policy Declaration

The CHANH Board of Governance (the Board) holds a critical role in the effective oversight and strategic management of the Central Highlands Association of Neighbourhood Houses (CHANH).

#### Central Highlands Association of Neighbourhood Houses

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This policy outlines the governance responsibilities and ethical obligations of Board members in accordance with Australian legislation.

### **Governance Responsibilities**

Board members are collectively responsible for:

- Ensuring CHANH operates in alignment with its stated purpose and within the framework of its Constitution;
- Implementing relevant legislation and maintaining compliance with legal and contractual obligations;
- Setting and communicating the strategic direction of the organisation;
- Identifying and responding to member needs in a timely and appropriate manner;
- Mitigating organisational risk through sound governance practices;
- Oversighting and approving the budget, financial controls, and ensuring ongoing solvency;
- Safeguarding organisational privacy and confidentiality.

### **Ethical and Legal Obligations**

Board members are legally and ethically obligated to act in the best interests of CHANH. This includes:

- Acting in good faith, with skill, care, and diligence;
- Avoiding conflicts of interest and refraining from any financial gain through Board involvement;
- Upholding the integrity and reputation of the organisation through responsible and transparent governance.

This policy affirms the commitment of and support for the Board to uphold the principles of accountability, integrity, and strategic leadership in the governance of CHANH.

### **Purpose:**

This policy defines key arrangements to support and communicate efficient executive roles and responsibilities.

### **Owner:**

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

### **Application:**

This policy applies to any Board members for CHANH.

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## Policy Rationale

Due to the nature of CHANH's membership structure, Board positions are occupied by individuals who concurrently hold leadership roles within member Neighbourhood Houses. This dual involvement provides valuable insight to support network operations but also presents capacity challenges and constitutes an inherent Conflict of Interest for all Board Members.

To address these challenges and uphold governance integrity, CHANH has implemented a range of strategies that promote good practice and ensure transparency. These include clear planning, reimbursements and conflict of management policy and procedures.

These measures ensure that governance responsibilities are equitably distributed, appropriately recognised, and effectively managed in the best interests of CHANH.

## Procedures

To ensure effective governance and uphold the integrity of CHANH, the following procedures and conflict of interest management strategies are in place:

### Portfolio Responsibilities

Board roles are assigned specific governance portfolios:

- **President** – Oversees the Network Manager (unless delegated otherwise), priority actions, and coordination of Network meetings.
- **Secretary** – Oversees organisational compliance and reporting obligations.
- **Treasurer** – Oversees financial management in accordance with CHANH's Financial Management Policy.
- **General members** – Inform democratic decision making, and may assume roles on sub-committees or working groups as identified.

### Time Commitment

Board members are expected to:

- Approve an annual governance calendar, outlining key responsibilities and scheduling them across the year.
- Convene 2-3 weeks prior to Member Meetings to ensure network actions are current and ready for presentation.
- Dedicate 1-3 hours per month in the coordination and execution of Board responsibilities.

## Conflict of Interest Management

To ensure transparency and uphold governance integrity, CHANH has implemented the following conflict of interest management procedures:

- **Conflict of Interest Policy** - Board Members must formally declare any personal, professional, or organisational interests that may influence decision-making.
- **Recusal from Decisions:** Members with a declared conflict must recuse themselves from discussions and decisions where impartiality may be compromised.
- **Documentation:** All conflicts and recusals are to be recorded in meeting minutes and maintained as part of CHANH's governance records.

These procedures support CHANH's commitment to ethical governance, transparency, and responsible leadership.

## Staff Support

- The **President, Secretary, and Treasurer** receive operational support from the Networker to fulfil their portfolio duties.
- The **Treasurer** is additionally supported by an appointed bookkeeper for the management of CHANH accounts, in line with the Financial Management Policy.

## Reimbursement

Member organisations that provide Board representatives are eligible for an annual (pro rata) reimbursement. The reimbursement amount is determined by the Board and formally approved at the Annual General Meeting (AGM). Member organisations must submit an invoice to CHANH prior to the end of the financial year to receive reimbursement.

## Related Organisational Policies and Procedures:

- Governance Handbook, including Governance Calendar
- Risk Management Plan
- Financial Management Policy
- Performance Management Policy
- Critical Information Management Policy
- Conflict of Interest Policy
- Privacy and Cyber Security Policy
- Policy Development and Maintenance Policy

## **Responsibilities**

### **Executive Team:**

- To implement and monitor policy

### **Members:**

- To be informed of the Executive Requirement and reimbursements
- To participate in policy reviews as required

### **Staff:**

- Implementation of policy, as outlined in position descriptions
- Participation in policy review as required

## **Breach of Policy**

A breach of this policy may result in disciplinary action up to and including termination of employment.