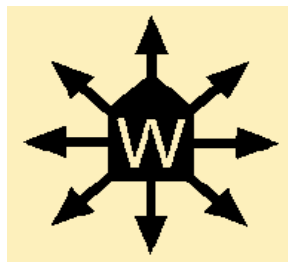


WESTERN SYDNEY DRUG & ALCOHOL RESOURCE CENTRE INCORPORATED

(WESDARC)



Management Committee Kit

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MANAGEMENT COMMITTEE KIT

WESTERN SYDNEY DRUG & ALCOHOL RESOURCE CENTRE INCORPORATED (WESDARC)

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1. MANAGEMENT COMMITTEE KIT

This information kit has been put together for Management Committee Members of Western Sydney Drug & Alcohol Resource Centre Incorporated (WESDARC).

It aims to provide information on the roles and responsibilities of members as well as an understanding of the projects managed by the committee.

As a Management Committee Member, we welcome you, and hope you find your involvement with WESDARC both rewarding and interesting.

2. WESDARC HISTORY

WESDARC was established in 1978 in response to a community need, and was formally known as RDARC (Regional Drug & Alcohol Information Resource Centre). It became an Incorporated Association in 1988.

It was housed by Penrith City Council at St Marys until 2000 when redevelopment of the land meant a move to a leased cottage in Reserve Street Penrith.

In 2002 WESDARC was required to relocate to its present location in High Street Penrith.

3. PHILOSOPHY & VISION

PHILOSOPHY

Education and Community Development can minimise the harm associated with alcohol and other drug use, as well as change the belief and value system that support this.

VISION

WESDARC operates from within the community to promote the principles of harm minimisation in a creative and responsive way that reflects an understanding of the diversity of social, cultural and environmental needs of people living in Penrith, Blue Mountains and the Hawkesbury.

Through the provision of education resources, skills development, community development, training and support; WESDARC strives to promote health, increase alternatives and bring about change.

WESDARC promotes social justice and access and equity in collaboration with the communities of Sydney West Area Health Service.

WESDARC has adopted the slogan:

**' Reducing harm through education and
community development'**

as its vision for the period 2005-2008.

4. AIMS (OBJECTS OF ASSOCIATION)

To provide a quality alcohol and other drugs resource service responsive to the needs of the communities of Western Sydney.

* Also see WESDARC Constitution Document.

5. FUNDING STRUCTURE

WESDARC is triennially (for a three year period) funded by NSW Department of Health, under the NGO Grants Program through Sydney West Area Health Service (Drug & Alcohol Dept.).

We also submit for additional or one-off funding from other sources for specific projects.

* See **appendix 1** Funding Structure flowchart.

6. MANAGEMENT STRUCTURE

WESDARC is a non Government organization (NGO) which is managed by a Community Based Management Committee

Lines of Authority

The staff is directly responsible to the Management Committee. Issues, information or requests for direction requiring attention prior to a scheduled management meeting are to be directed through the Coordinator to the Chairperson (or Executive), with the exception of:

- (a) Financial matters requiring action are to be brought to the attention of the Treasurer.
- (b) Personal or staff related issues should be directed to either the Coordinator or the Employment Sub-Committee, whichever is appropriate.

Staff members receiving/initiating verbal or written communications with the Management Committee or Funding Bodies shall record such in the form of a memo to other staff/management notwithstanding personal calls.

Responsibility for decisions affecting day-to-day service delivery and administration matters is undertaken by the Coordinator and Team as determined at scheduled Team meetings.

* See **appendix 2** Management Structure flowchart

7. STAFF

The Staff consists of a

- Coordinator - (full time 35 hrs per wk).
- Youth and Community Project Worker - (part time 28 hrs per wk)
- Information Project Worker - (part time 21 hrs per wk)
- Clerical & Administrative Assistant (part time 25 hrs per wk)

From time to time others are involved in the work at WESDARC (e.g. Community Project Workers for (time limited) funded projects, sessional workers, consultants, peer educators & tertiary students on placement).

8. SERVICES PROVIDED

The Resource Library

- Information is available to students at Secondary, Tertiary and University research level.
- We cover all aspects of alcohol and other drug related topics with information available to the general public as well as health and community workers.
- Telephone enquiries are welcome, as are visits by appointment, to the centre.

Referral

- We provide referral information for people seeking access to specialist agencies for drug & alcohol problems where necessary.

Community Development

Activities fall into four main categories:

1. Support and involvement in existing organizations.
2. Helping with the establishment of new services.
3. Identifying gaps in services.
4. Working with local community groups to identify needs and develop strategies relating to alcohol and other drugs.

Training

- WESDARC produces made-to-measure training events and provides training for community workers on drug and alcohol topics e.g. Orientation to the AOD field, Brief Interventions, and Parents information.
- We also tailor training to suit the need of individual services, organizations and corporations as requested, e.g. CanStop Manual training, Responsible Driver Program, Drivetrain, Quit Smoking and Parenting Adolescence.

Educational Programs

These can be presented on an outreach or in-house basis. They can be one-off talks, short term programs (2 - 4 weeks), longer term (6-8 weeks), or ongoing.

Programs are usually in response to requests from community groups, educational institutions, or other workers in the field.

Programs are individually developed to meet requested needs, although certain popular programs are packaged and available on request, e.g. Drugs in Perspective, Intro to AOD and CanStop.

9. WHAT DOES INCORPORATION MEAN TO US?

WESDARC is incorporated as an association. This means that it has legal status.

For committee members this means that the responsibility for the Centre's operation rests with the organisation as a whole, and not with the individual committee members. Therefore, if for any reason someone wanted to sue the Centre they could not sue individual members, only the Centre as an association. This is very important for a committee that is managing money and employing staff.

By being incorporated the Centre has certain responsibilities to the Department of Fair Trading, which is the government body responsible for incorporating associations.

The Centre is required to appoint a Public Officer. This person is responsible for ensuring that the Centre carries out its responsibilities as an Incorporated Association. They must be over 18 years and a resident of NSW, but not necessarily a member of the management committee. WESDARC usually has a full time staff member as its appointed Public Officer.

10. HOW IS WESDARC RUN?

We utilise and adhere to the WESDARC policy and procedures manual.

Every year we hold an Annual General Meeting (AGM). This meeting is advertised, and open to the public. Elections are held biennially (every two years); interested people are invited to stand for election to the management committee. This committee consists of members of the local community as well as workers and users of the service. The committee meet once a month to discuss matters of business and make decisions on behalf of the community regarding the operation of the centre. The minutes of the meeting and financial reports are available to anyone for scrutiny on request.

As a member of the committee you will have access to sensitive information in relation to staff and the organisation. There is an expectation that matters discussed in management meetings will be confidential and should not be discussed outside the service.

11. WHAT HAPPENS AT A MANAGEMENT MEETING?

Meetings are held at WESDARC, and usually go for two hours. At each meeting there is an Agenda which will provide some structure.

Items on the Agenda include:

1. Welcome & apologies
2. Confirmation of previous minutes:
 - Previous minutes read and confirmed to be a true and accurate recording of the business of that meeting, by two people who were at the meeting.
3. Matters arising from the previous minutes:
 - Any unfinished action or business that arose from the last meeting and needs to be re-visited.
4. QMS:
5. OH&S Matters:
6. Correspondence: in & out.
 - Relevant correspondence is tabled and any correspondence relating to the management committee is read and addressed.
6. General Business:
 - Management make decisions on project proposals and discuss future projects.
 - Approval is given for expenditure.
 - Maintenance and management of vehicle and building are discussed if necessary.
 - Discussions are held about any other matters the committee feels is relevant.
7. Reports:
 - Workers; are written reports on what they have been involved in during the past month and proposals for future projects.
 - Financial; is prepared by the Clerical & Administrative Assistant and tabled by the Treasurer.
8. Next meeting date:

The date is set for the next meeting; as a general rule the meetings are held on the third Tuesday of each month from February through to November but exceptions occur from time-to-time.

12. WHAT HAPPENS AT AN AGM (ANNUAL GENERAL MEETING)?

At the biennial AGM all positions on the management committee are declared vacant. The outgoing committee members resign and are welcome to stand for re-election. The new committee is elected to serve for the next 24 months. The AGM is also a way of reporting to the community on programs and projects as well as raising the profile of WESDARC.

13. ROLES AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

Even though some tasks are done by individual Committee members, or the workers, it is the responsibility of all Committee members to ensure that the following roles of the Committee are carried out:

1. Constitution

- The constitution should be revised regularly and must be followed.
- The aims and objectives of the centre should be clear.

2. Administration

- Ensure that accurate records of the Centre's activities and operations are kept.
- Effective and efficient decision making procedures are followed, eg. attending Committee meetings.
- Ensure adequate insurance is taken out and kept up to date.
- Ensure adequate recording of correspondence is maintained.

3. Funding and Financial Management

- Accurate records of income and expenditure must be kept.
- All large amounts of expenditure must be approved.
- Prepare budgets and ensure the Centre stays within them.
- Keep informed of financial position of Centre.
- Appoint signatories for all bank accounts (min.3).
- Provide adequate petty cash for day-to-day expenditure.
- Ensure that the yearly audit is carried out and that a report is presented to the AGM.
- Ensure that the funding body and Business and Consumer Affairs receive a copy of audit, each year.
- Prepare submissions for funding body.
- Prepare reports for funding body.

4. Incorporation

- Ensure that a Public Officer is elected.
- Ensure that the responsibilities of the Association are being fulfilled.

5. Employment of Workers

- Payment of wages, keeping up to date with wage and tax levels.
- Ensure all taxation department requirements are being met, eg. deduct tax, forward to department by due date, issue payment summaries, etc.
- Determine working conditions – via Job Descriptions, Job Contract/Award.
- Ensure entitlements of workers are being met; sick leave, holidays, etc.
- Provide guidelines for workers to assist them in planning their work.
- Do yearly appraisals of workers.
- Provide support and encouragement to the workers.

6. Planning & Evaluation

- Determine needs/issues that the Centre is going to address.
- Review the Centre and its activities once a year to ensure that it is meeting its aims
- Hold a planning day once a year to determine future activities of the Centre.

7. Accountability to the Community

- Encourage community participation in all aspects of the Centre, eg. committee, planning days, etc.
- Disseminate information about Centre's activities.

14. OFFICE BEARER'S RESPONSIBILITIES

Chairperson

- Chairs Committee meetings (this can rotate to allow all members to learn skills).
- Ensures that decisions are made at Committee meetings.
- Signs all official documents on behalf of the Centre.
- Can be a signatory on bank accounts.
- Ensures that a report is written for the AGM.
- Oversee the Centre and that vital tasks are done, eg. workers compensation, insurances, etc.

Vice Chairperson

- Assist the Chairperson. The Chairperson and the Vice Chairperson will determine how this will be done.

Secretary

- Take minutes at Committee Meetings (this can also be rotated).
- Ensure that minutes are typed and distributed to Committee members before next meeting.
- Write letters on behalf of the Centre (this is usually shared between members).
- Can be a signatory on bank accounts.

Treasurer

- Responsible for management of all finances of the Centre.
- Is a signatory on all bank accounts.

- Must oversee accurate and up to date records of finances.
- Ensures that monthly financial reports are prepared for the Committee.
- Assists in the preparation of budget for year (with help from others).
- Ensure all records are ready for audit.
- Ensure that audit is completed in time for AGM.
- Ensures that all money received by the Association is paid into accounts in the Association name.
- Ensure that correct records and accounts are kept showing the financial affairs of the Association.
- The Association Coordinator shall maintain all records in safe custody for all members.

15. **FUNDING**

The core funding for this Centre is granted by the “Non-Government Organizations (NGO) Grants Program” from the Department of Health.

The Department of Health requires us to prepare a report and submission for continuing triennial funds.

While the Management Committee has a lot of autonomy in terms of how they run their service and what needs they are going to address, they are still responsible to the Government for how they spend the public’s money.

This means that the day-to-day running of the Centre; decisions about what programs to organize and how the grant will be spent are left to the Management Committee, so long as they come within the broad guidelines set out by the Department of Health. The guidelines are available for you to read.

When the Centre receives the grant each three years the Chairperson and the Treasurer or Secretary sign a ‘funding agreement’ on behalf of the Centre. By signing this agreement, the Management Committee agrees to follow the guidelines, and conditions set down by the Government Department.

Please remember these are only guidelines and that the Committee still has a great deal of autonomy.

16. **BASIC COMMITTEE COMMITMENT**

While it is up to each individual member to determine how much time and work they can commit to the Centre, there are some tasks which need to be followed. These include:

1. Attending monthly meetings.
2. Participating in planning and evaluation days.
3. Attending the AGM and help with its organization.

There are other tasks which everyone on the Committee doesn't have to do, but must be done. It will most likely be necessary for you to commit yourself to working on at least one of the following:

1. Preparing a budget for each year.
2. Yearly worker appraisals.
3. Employment of new workers.

What you can get out of being involved with WESDARC

Being part of the Committee can be a rewarding experience it may give you the opportunity to develop new skills or brush up on others. It will also provide you with the opportunity to have your say, and become involved in community and drug and alcohol issues, and gain an understanding of Government policies concerning community projects etc.

You can gain a feeling of achievement as you will be doing something positive for your community.

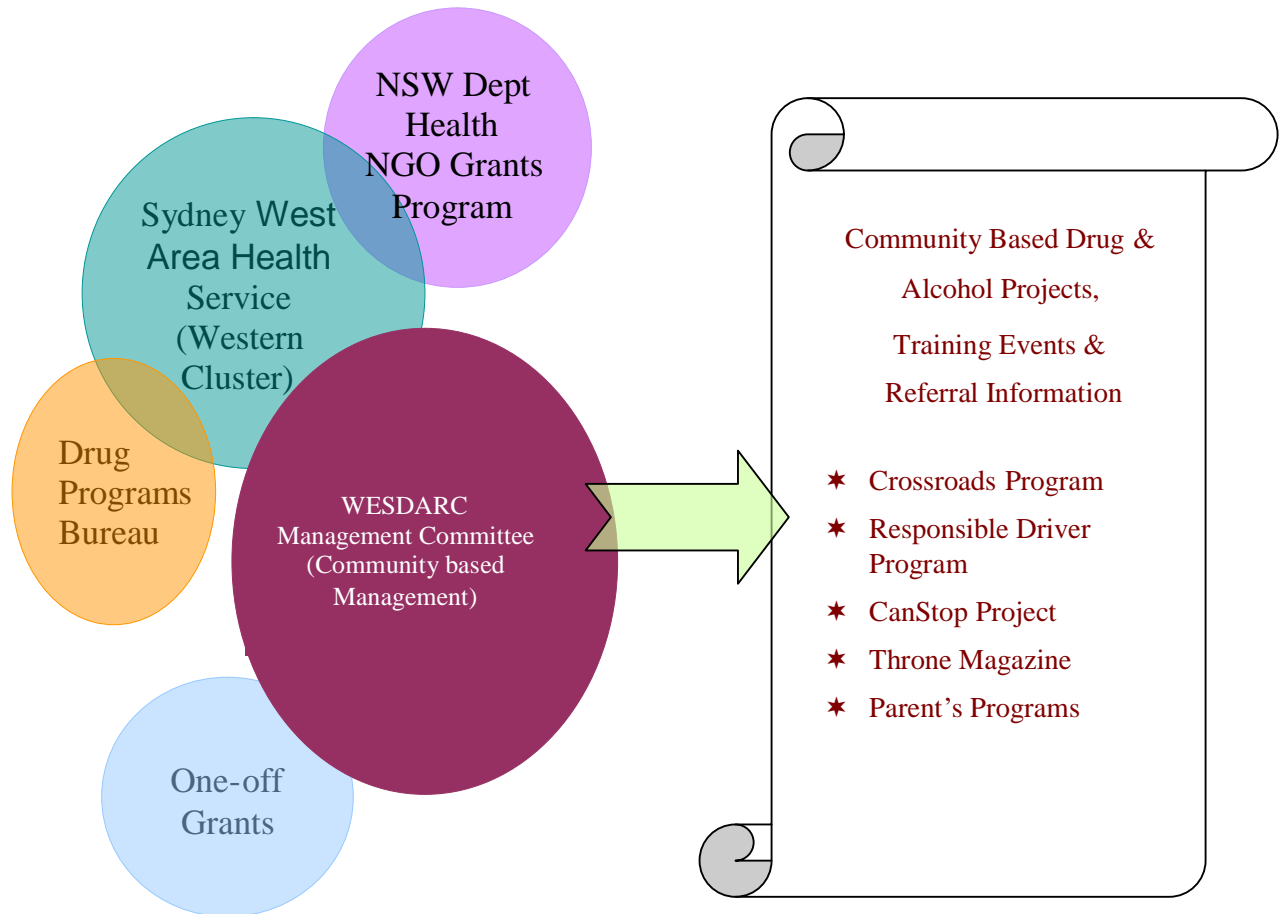
You can make a difference!

17. TERMS & ABBREVIATIONS OR 'JARGON'

ADIS	Alcohol & other Drug Information Service
AGM	Annual General Meeting
ATO	Australian Taxation Office
CALD	Culturally and Linguistically Diverse
CCC	Community Consultative Committee
CPO	Community Projects Officer
FDS	Family Drug Support
HYI	Hawkesbury Youth Interagency
NADA	Network Alcohol & Other Drugs Agencies
NESB	Non English Speaking Background
PDAWA	Professional Drug & Alcohol Workers Association
PSP	Penrith Streetwork Project
SWAHS	Sydney West Area Health Service
WAAT	Western Area Adolescent Team
WSAAS	Western Sydney Area Assistance Scheme
YAPA	Youth Action Policy Association

18. APPENDICIES

APPENDIX 1 Funding Structure flowchart



WESDARC Management Structure

