

Committee Responsibility Plan

Document purpose

The purpose of this document is to provide for Committee members to understand their responsibilities in line with legislative obligations for the good governance.

Source of obligation

The Scots College Old Boys' Union Incorporated (Old Boys' Union) is an incorporated association for the purposes of the *Associations Incorporation Act 2009 (NSW)*. Governed under its Constitution, the Old Boys' Union complies with the terms of the Act and its rules. Additionally, the Old Boys' Union is associated with The Scots College and complies with policies pertaining to child protection and safety given its close association. The committee is responsible for ensuring that the association keeps and maintains the required records.

The public officer is responsible for:

- collecting all association documents from former committee members and delivering the documents to the new committee
- returning all association documents in his or her possession to a committee member within 14 days upon vacating office.

Data reference

Nomination to the Committee

To nominate for the Committee, nominees must complete the Application Form and return it to the Secretary before the Annual General Meeting. It is constitutionally prescribed that all applications are made in writing, signed by the candidate himself and are delivered to the Secretary by no later than 5.00pm on the day preceding the Annual General Meeting.

Nominating to the Committee requires:

- A declaration of nomination
- A declaration of interests
- A declaration of compliance with the *Child Protection Policy 2017 (TSC)*
- A declaration of acknowledgement of governance responsibilities

Declaration of nomination

The candidate shall declare in writing that they nominate for the position of either a particular office-bearer position or for being an ordinary member of the Committee. They shall date the declaration. An example declaration is included below:

I, _____, nominate for the position of _____ on the Old Boys' Union Committee.

Date: __ / __ / 201__

Declaration of interests

In line with the **disclosure of interests requirements**, a nomination must include a declaration of interests. This shall be detailed and stored confidentially by the Public Officer and Secretary so as to advise Committee members on when they may need to recuse themselves from discussions as per the obligations of the Act. An example declaration is included below:

Student Relationships

Question	YES	NO
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Document status

WIP

Inspection authority

MEMBERS

Revision history

Version	Date	Comment
Current Version	02, 2018	Zachary August
v. 3	Dec 16, 2017	Zachary August : Added declaration form
v. 2	Nov 28, 2017	Zachary August : reformat child protection
v. 1	Nov 28, 2017	Zachary August

Committee decisions

None applicable

Review schedule

Official Documents must have a review period of twelve months or less
March 7 2018



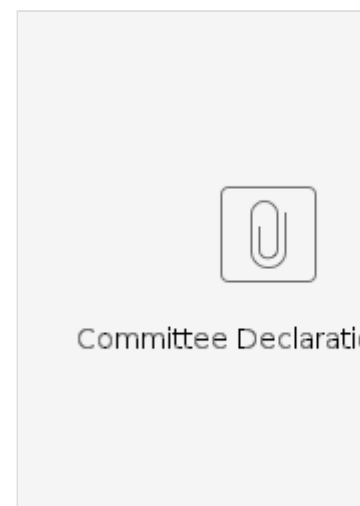
Zachary August

07 Mar 2018

Document tasks

Are you a parent, carer, guardian or relative of a student at the College?		
Do you pay or part pay the College fees for a student at the College of whom you are not a parent, carer or guardian?		
Are you a parent, carer, guardian or relative of a potential student that you want to see enrolled at the College.		

Forms associated with this document



Working Relationships

Question	YES	NO
Are you a relative of any Scots College worker?		

The Scots College

Question	YES	NO
Do you have any involvement, interest, or association with any interest group, activity, or entity of The Scots College?		
Do you have any involvement, interest, or association with any interest group, activity, or entity that may benefit from or be affected by The Scots College or a decision that The Scots College may make?		

Grievances

Question	YES	NO
Do you, your family or associates, or a business in which you, your family or associates have an involvement, interest or association with, have any current complaint or grievance in connection with The Scots College or its leadership team?		

Business and Professional

Do (or have) you, your family or associates, or a business in which you, your family or associates have an involvement, interest or association with:

Question	YES	NO
provide goods or services or conduct business with The Scots College Old Boys' Union?		

provide goods or services to any person or business that provides goods or services to or conducts business with The Scots College Old Boys' Union?		
received a financial or other benefit from The Scots College Old Boys' Union in the last year?		
received a financial or other benefit from a business that provides goods or services or conducts business with The Scots College Old Boys' Union, other than at official College events?		
been involved in a related party transaction with The Scots College Old Boys' Union in the past year?		

Declaration of Compliance with Child Protection Policy

All nominations must be accompanied with a Working with Children Check Clearance Number for volunteers.

The Scots College is an environment that must be safe for children and the Old Boys' Union complies with all terms of the Child Protection Policy, and its successors, as enacted by the Principal and/or College Council. An example declaration is included below:

I, _____, declare that I have read, acknowledged and understood the Child Protection Policy of The Scots College as it applies to volunteers. I will comply with all its terms, conditions and requirements for the period to which I am elected to for the Old Boys' Union Committee. I have been cleared for work with children by the Office of the Children's Guardian and provide my clearance number for confirmation: _____

Date: __ / __ / 201__

Declaration of Acknowledgement of Governance Responsibilities

Committee members must declare that they acknowledge the following governance responsibility:

Committee members have specific functions and responsibilities under the Act, I acknowledge that these responsibilities include:

- ensuring all documents in their possession that belong to the association are delivered to the public officer within 14 days after vacating office
- ensuring that the register of committee members contains all the required particulars
- disclosing an interest in a matter that conflicts with the performance of their duties
- ensuring information obtained as a committee member is not used dishonestly
- ensuring their position as a committee member is not used dishonestly
- carry out his or her functions for the benefit, as far as practical, of the association and with due care and diligence
- appointing a public officer and ensuring that any vacancy is filled within 28 days
- appointing additional authorised signatories and removing such appointments
- ensuring that annual general meetings are held within 6 months after the close of the association's financial year
- ensuring proper minutes and financial records are kept and financial statements prepared in accordance with requirements for either a Tier 1 or Tier 2 association
- lodging an Annual summary of financial affairs with the prescribed fee within 1 month of the association's annual general meeting
- ensuring that the association's full name appears on all official documents and publications
- ensuring that the association does not incur debts that are not expected to be repaid
- ensuring that the association does not do any act with intent to defraud
- ensuring that any document addressed to the association is brought to the attention of the committee as soon as practicable

- complying with any additional duty set out in the constitution.

In addition, members of the committee should:

- be aware of the duties of the public officer and ensure they are properly carried out
- ensure that new committee members are aware of their statutory obligations and responsibilities to the association
- ensure that appropriate internal financial controls are implemented for all payments made on behalf of the association.

In knowing that, I declare that I will:

- Act honestly, in good faith and in the best interests of The Scots College Old Boys' Union and in accordance with the legislative requirements, policies and ethical codes that apply, without regard to any competing loyalty to individual staff, other organisations, interest groups, or any personal interest.
- Ensure my decisions and behaviour are consistent with the ethos, values and policies of The Scots College Old Boys' Union, and use care, skill and diligence in fulfilling the duties of a Committee member.
- Not make improper use of information acquired by my position as a Committee member nor use the power of the position for an improper purpose.
- I understand, that in the course of undertaking my duties within the Old Boys' Union that information may be disclosed that must be kept confidential, which may include:
 - Technical and business information relating to operations
 - Existing and/or contemplated services, income, costs, surplus and margin information
 - Finances and financial projections
 - Documents relating to incidents transpiring at the College with a relevance to the Old Boys' Union
 - Documents relating to the relationship between the Old Boys' Union and its patron
 - Staff, Parents, Students of the College - past, present and future
 - Marketing and development plans and projections
 - Current or future plans, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

I agree that I will not share confidential information obtained from the discloser with anyone unless required to do so by law, and voluntarily accept the duties and responsibilities to respect confidential matters, both during my membership of The Scots College Old Boys' Union Committee and after I have ceased to be a member.

Signed

Date

Professional guidance to the Committee

Committee members will be guided in fulfilling their constitutional duties, and given guidance to avoid conflicting with the terms of legislation, by the Secretary and the Public Officer,