



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF404A Contribute to association governance

Release: 1

AHCCCF404A Contribute to association governance

Modification History

Not Applicable

Unit Descriptor

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| Unit descriptor | This unit covers the processes involved with contributing to association governance and defines the standard required to: complete a checklist for association governance covering meeting procedure, finances, staff management, legislative compliance, ethical conduct and community consultation; conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis for the associations operations; participate in board/committee meetings. |
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Application of the Unit

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| Application of the unit | This unit applies to those who contribute to association governance are an effective committee member of an incorporated association. |
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

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| Prerequisite units | | |
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Employability Skills Information

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| Employability skills | This unit contains employability skills. |
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
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| ELEMENT | PERFORMANCE CRITERIA |
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| 1. Monitor association activities | <p>1.1. Activities undertaken by group are monitored to ensure:</p> <ul style="list-style-type: none"> 1.1.1. association objectives are being adhered to 1.1.2. resolutions of committee and members meetings are being followed 1.1.3. finances are properly managed 1.1.4. any employees are managed and volunteers are appropriately supervised 1.1.5. legislative requirements are being met 1.1.6. ethical requirements are being met 1.1.7. group operations and approaches are sensitive to and inclusive of community and sections within the community. <p>1.2. Variations from expected standards are noted, and where required, immediate or routine action taken.</p> |
| 2. Identify opportunities, threats and risks | <p>2.1. Opportunities for the group to commence new projects or activities are identified and submitted to the committee.</p> <p>2.2. Threats to the ongoing operation of the group are identified and raised at committee meetings.</p> <p>2.3. Risks associated with the group's activities and ongoing operation is identified.</p> <p>2.4. Risks and proposed risk control measures are submitted to the committee.</p> |
| 3. Participate in board/committee meeting | <p>3.1. Committee agendas are reviewed prior to meetings.</p> <p>3.2. Agenda items and reports to committee are submitted as required.</p> <p>3.3. Committee meetings are attended and issues discussed as placed on the agenda or as modified.</p> <p>3.4. Good communications are established and maintained with other committee members to ensure competent management of group affairs.</p> <p>3.5. Personal observations and concerns including opportunities, threats and risks are raised at committee meetings.</p> <p>3.6. Actions are taken on personal commitments made at committee meeting and reported to the committee.</p> |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- prepare brief verbal and written reports
- contribute to conflict resolution
- requires knowledge of relevant legislation, basic financial statements, committee meeting and members meeting procedures, objectives and rules of association and community goals and plans, and diversity in community and range of views and goals
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- requirements of relevant legislation
- interpretation of basic financial statements
- requirements of programs
- committee meeting and members meeting procedures
- objectives and rules of association
- basic management practice including practices in employing people
- community goals and plans
- diversity in community and range of views and goals
- Occupational Health and Safety (OHS) and corporate governance legislation and codes of practice
- public safety requirements.

Evidence Guide

| EVIDENCE GUIDE | |
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| The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package. | |
| Overview of assessment | |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | <p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • complete a checklist for association governance covering meeting procedure, finances, staff management, legislative compliance, ethical conduct and community consultation • conduct a SWOT analysis for the associations operations • participate in board/committee meetings. |
| Context of and specific resources for assessment | Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances. |

Range Statement

| RANGE STATEMENT | |
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| The range statement relates to the unit of competency as a whole. | |
| Areas of employee supervision may include: | <ul style="list-style-type: none"> • direct supervision and appropriateness • recruitment of paid employees and volunteers • appraisal of paid employees including any disciplinary actions • employment conditions including remuneration and benefits • training provided • relationships and cooperation between employees • employees and volunteers |

RANGE STATEMENT

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| | <ul style="list-style-type: none">• committee. |
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Unit Sector(s)

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| Unit sector | Community coordination and facilitation |
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Co-requisite units

| Co-requisite units | | |
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Competency field

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| Competency field | |
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