



Australian Government

BSBOPS406 Participate in organisational governance

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to meet the diverse roles, responsibilities, codes of conduct and behavioural protocols required of individuals involved in organisational governance.

The unit applies to individuals responsible for monitoring and guiding the activities of their organisation or work area.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify roles within an organisation	1.1 Identify core functions and structure of organisation 1.2 Describe relationships between organisation, its stakeholders and other organisations or entities 1.3 Assess the relationships and overlapping roles between committee and board members, and staff within an organisation 1.4 Identify differences between roles of governance and management
2. Work within structure of the organisation	2.1 Perform designated governance duties 2.2 Follow agreed decision making processes 2.3 Manage real and perceived conflict of interest issues associated with competing roles and responsibilities

ELEMENT	PERFORMANCE CRITERIA
	2.4 Follow confidentiality policies, procedures and requirements
3. Follow legal requirements	3.1 Comply with legislative requirements that apply to organisational governance duties 3.2 Comply with relevant aspects of corporation law and terms and conditions of funding agreements 3.3 Adhere to the constitution of the organisation while undertaking workplace responsibilities
4. Monitor operations	4.1 Identify and analyse outcomes for each operational area 4.2 Use information provided to review effectiveness and efficiency of operations and associated policy 4.3 Suggest changes to operations or policy, where required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	<ul style="list-style-type: none"> Gathers, interprets and analyses information relating to core functions of the organisation, such as organisational goals, standards and values
Writing	<ul style="list-style-type: none"> Develops material for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations
Oral communication	<ul style="list-style-type: none"> Participates in a verbal exchange of ideas and clearly articulates requirements using language, tone and syntax appropriate to audience and environment Uses active listening and questioning skills to confirm understanding
Enterprise and initiative	<ul style="list-style-type: none"> Understands nature and purpose of own role and associated responsibilities and how it contributes to the work of others in immediate work context Adheres to legal and regulatory responsibilities related to own work Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Teamwork	<ul style="list-style-type: none"> Collaborates with others to achieve joint outcomes, playing an active role in facilitating group interaction, influencing direction and taking a leadership role on occasion Follows accepted communication practices and protocols, adjusting personal communication style in response to the values, beliefs and cultural expectations of others
Planning and	<ul style="list-style-type: none"> Takes responsibility for planning and organising own workload,

Skill	Description
organising	identifying ways of sequencing and combining elements for greater efficiency and considering how to link to work of others <ul style="list-style-type: none"> • Takes responsibility for outcomes of routine decisions related to own role
Problem solving	<ul style="list-style-type: none"> • Understands when to take responsibility for solving problems and when to consult with others

Unit Mapping Information

Supersedes and is equivalent to BSBGOV405 Undertake the roles and responsibilities of committee or board members.

Supersedes but is not equivalent to:

- BSBGOV401 Implement board member responsibilities
- BSBGOV402 Work within organisational structure
- BSBGOV501 Review and apply the organisation's constitution
- BSBGOV502 Recruit and coordinate committee members
- BSBGOV505 Seek and apply for funding opportunities.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>