



**Australian Government**

**Assessment Requirements for  
CHCMGT007 Work effectively with the  
Board of an organisation**

**Release: 1**

# Assessment Requirements for CHCMGT007 Work effectively with the Board of an organisation

## Modification History

Release	Modification History
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. New Unit

## Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has:

- developed a Governance Policy for at least one organisation
- prepared Board Papers that included:
  - progress against the organisation's strategic plan and/or business plan
  - information and recommendations for at least 2 governance issues and 2 management issues
- participated in a Board meeting, including:
  - communicating concerns and recommendations for at least 2 issues
  - obtaining a decision on future directions for at least 2 issues
  - recording minutes

## Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- different types of Boards
- purpose, structure and requirements of business plan and strategic plans
- legal framework under which the organisation operates and the Memorandum and/or Articles of Association of the organisation
- roles and responsibilities of particular functions on the Board
- role policies and procedures play in the effective running of an organisation

- separation of the governance (Board) and management (Chief Executive Officer) functions of the organisation and how the management issues are effectively functions of the Board that are delegated to the Chief Executive Officer (CEO)
- human resource management practices as they relate to the development of effective working relationships between paid staff and volunteer and/or paid Boards
- organisation's governance policy guidelines including policies and procedures in:
  - role of Board
  - Board structure
  - role of individual Directors
  - role of Chairperson
  - role of Company Secretary
  - role of Chief Executive Officer (CEO)
  - Board meetings
  - Board meeting agenda
  - Board papers
  - Board minutes
  - the Board calendar
  - delegation of authority
  - monitoring
  - strategy formulation
  - service and advice
  - contacts
  - Chief Executive Officer (CEO) evaluation
  - Director protection
  - Board evaluation
  - Director development
  - Director selection and induction

## Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4fe53>

