CHCMGT007 Work effectively with the Board of an organisation

Release: 1

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Modification History

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

Application

This unit covers the skills required to work effectively with the Board or committee of an organisation or facility.

This unit applies to senior workers in a range of sectors and settings who are required to work with and provide information to Board or committee members.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Unit Sector

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	Performance criteria specify the performance needed to demonstrate achievement of the element.
1. Plan for working with Board	1.1 Differentiate and document the member, governance and management issues of the organisation in the organisation's governance policy guidelines
	1.2 Identify and document the relationships between governance issues and management issues
	1.3 Identify and document roles, responsibilities and procedures for Board members

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	Performance criteria specify the performance needed to demonstrate achievement of the element.
2. Facilitate the development of Board	2.1 Communicate the organisation's governance policy to new Directors
	2.2 Inform Directors of continuing professional development opportunities
	2.3 Monitor relevant aspects of the appropriate federal, state and local legislation and by-laws for organisation compliance and provide advice to ensure Directors follow legal requirements when carrying out Board duties
	2.4 Communicate with Board members when their input and assistance is needed to contribute to organisational outcomes
3. Provide detailed information for the Board	3.1 Prepare a structured Board paper containing an agenda and all necessary information and recommendations
	3.2 Provide Board members with the papers in sufficient time to study them before the meeting
	3.3 Communicate emerging issues in the industry that are likely to have an impact on the organisation's business and strategic plan
	3.4 Evaluate the identified emerging issues within a risk management and due diligence framework for their impact on the organisation and communicate this information to the Board
	3.5 Differentiate governance and management issues and agree with the Board
	3.6 Communicate organisational progress in relation to business and strategic plans as well as areas of concern
	3.7 Provide recommendations for future actions and

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	directions
	3.8 Agree on future actions, directions, timeframes and responsibilities and document decisions
	3.9 Ensure complete and accurate minutes are recorded and reported to the Board
4. Ensure regular communication with the Board	4.1 Implement actions and communicate outcomes as per documented decisions and in accordance with policies and procedures
	4.2 Provide information and advice regularly to the Board to foster ongoing informed decision-making
	4.3 Brief the Chairperson in detail on all key issues at all times
	4.4 Seek feedback from the Board in relation to performance

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential *to performance.*

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Unit Mapping Information

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53