



Australian Government

AHCCCF404 Contribute to association governance

Release: 1

AHCCCF404 Contribute to association governance

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to monitor association activities and contribute to association governance.

It applies to individuals who take responsibility for others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Community Coordination and Facilitation (CCF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor association activities	1.1 Monitor activities undertaken by group to ensure: • association objectives are being adhered to • resolutions of meetings are being followed • finances are properly managed • employees are managed and volunteers are appropriately supervised • legislative requirements are being met • ethical requirements are being met • group operations and approaches are sensitive to and inclusive

Element	Performance criteria
	of community and sections within the community 1.2 Note variations from expected standards and take immediate routine action
2. Identify opportunities, threats and risks	2.1 Identify and recommend opportunities for the group to commence new projects or activities to the committee 2.2 Identify and raise threats to the ongoing operation of the group at committee meetings 2.3 Identify risks associated with the group's activities and ongoing operation 2.4 Submit risks and proposed risk control measures to the committee
3. Participate in board/committee meeting	3.1 Review agendas before meetings 3.2 Submit agenda items and reports as required 3.3 Attend meetings and discuss issues on the agenda 3.4 Establish and maintain communications with other members to ensure competent management of group affairs 3.5 Raise personal observations and concerns at committee meetings including opportunities, threats and risks 3.6 Take actions and report on commitments made at meeting

Foundation Skills

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

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCCCF404A Contribute to association governance.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCCCF404 Contribute to association governance

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- contribute to association governance
- monitor association governance by reviewing or monitoring meeting procedures, finances, staff management, legislative compliance, ethical conduct and community consultation
- conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis for the association's operations
- participate in board or committee meetings.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- requirements of relevant legislation
- interpretation of basic financial statements
- aims and activities of programs
- committee meeting and members' meeting procedures
- objectives and rules of association
- basic management practice including practices
- community goals and plans
- corporate governance legislation and codes of practice.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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