



Australian Government

BSBGOV501 Review and apply the organisation's constitution

Release: 1

BSBGOV501 Review and apply the organisation's constitution

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to ensure the organisation's constitution is relevant, legal, understood, and meets changing needs.

It applies to individuals responsible for monitoring, guiding and undertaking decision making activities as members of committees or boards of governance.

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

Unit Sector

Regulation, Licensing and Risk – Governance

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. Review the organisation's constitution	1.1 Review the organisation's constitution to ensure it is consistent with relevant law, with the support of experts where required 1.2 Discuss the organisation's constitution with relevant organisational personnel or volunteers to communicate its purpose 1.3 Assess the organisation's constitution to ensure it is consistent with the organisation's purpose
2. Apply the constitution	2.1 Follow constitutional provisions when conducting committee or board activity 2.2 Check policies and programs to ensure they conform to the constitution 2.3 Identify geographic, social, economic and political contexts in

ELEMENT	PERFORMANCE CRITERIA
	which the organisation operates and assess how these may impact on provisions in and application of the constitution
3. Make provision for constitutional amendment processes	3.1 Devise organisational administrative procedures for formal documentation of constitutional changes 3.2 Ensure processes for amendment to the organisation's constitution are in accordance with relevant procedures and are communicated to committee or board members

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 2.1-2.3, 3.1, 3.2	- Interprets various texts to guide activities and decisions - Analyses and evaluates validity of information to identify gaps or inconsistencies between texts
Writing	3.2	Collates and compiles material using clear and detailed language to convey specific information, requirements and recommendations
Oral Communication	1.2, 3.1	- Participates in a variety of spoken exchanges using suitable tone, language and strategies to confirm, clarify or repair understanding - Makes constructive suggestions when required - Elicits views and opinions of others by active listening and questioning
Navigate the world of work	1.1, 1.3, 2.2, 3.1, 3.2	- Takes personal responsibility for adherence to legal/regulatory responsibilities relevant to own work context, and draws attention to any issues that may affect the organisation as a whole - Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.2, 3.2	Follows accepted communication practices and protocols, adjusting personal communication style in response to values, beliefs and cultural expectations of others

Get the work done	1.1, 2.2, 2.3, 3.1	• Develops plans to manage relatively complex tasks with an awareness of how they may contribute to longer term operational strategic goals • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account • Recognises and addresses some unfamiliar problems of increasing complexity within own scope, recognising when to seek expertise of others
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBGOV501 Review and apply the organisation's constitution	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBGOV501 Review and apply the organisation's constitution

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Performance Evidence

Evidence of the ability to:

- review the organisation's constitution
- communicate effectively with others to ensure they understand constitutional, legal and organisational requirements
- document constitutional amendments according to workplace policies and procedures
- follow the constitution when undertaking committee or board duties.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the organisation's purpose and how it may impact on provisions in and application of the constitution
- identify legislation that can impact on provisions of constitution
- list geographic, social, economic and political contexts in which particular organisations operate and how these may impact on provisions and application of the constitution
- explain how to put provisions of constitution into practice; in particular, provisions about elections, membership, conduct of meetings (particularly annual general meetings) and reporting
- outline sources of support that can provide advice on legality and practical operations of aspects of the constitution.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical committee or board of governance activities and include access to:

- participation on an actual or simulated board
- expert knowledge and resources relevant to constitution.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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