



Australian Government

CHCMGT007 Work effectively with the Board of an organisation

Release: 1

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

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

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria specify the performance needed to demonstrate achievement of the element.

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>

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-bd22cc4f1e53>

