



Australian Government

Department of Education, Employment and Workplace Relations

RTD4912A Contribute to association governance

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This competency standard covers the process of contributing to association governance to be an effective committee member of an incorporated association. It requires the ability to monitor association activities, identify opportunities, threats and risks, and participate in board/committee meetings. Contributing to association governance requires knowledge of relevant legislation, basic financial statements, committee meeting and members meeting procedures, objectives and rules of association and community goals and plans, and diversity in community and range of views and goals.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Monitor association activities	1.1 Activities undertaken by group are monitored to ensure: association objectives are being adhered to, resolutions of committee and members meetings are being followed, finances are properly managed, any 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 of community and sections within the community. 1.2 Variations from expected standards are noted, and where required, immediate or routine action taken.
2 Identify opportunities, threats and risks	2.1 Opportunities for the group to commence new projects or activities are identified and submitted to the committee. 2.2 Threats to the ongoing operation of the group are identified and raised at committee meetings. 2.3 Risks associated with the group's activities and ongoing operation are identified. 2.4 Risks and proposed risk control measures are submitted to the committee.
3 Participate in board/committee meetings	3.1 Committee agendas are reviewed prior to meetings. 3.2 Agenda items and reports to committee are submitted as required. 3.3 Committee meetings are attended and issues discussed as placed on the agenda or as modified. 3.4 Good communications are established and maintained with other committee members to

ensure competent management of group affairs.

- 3.5 Personal observations and concerns including opportunities, threats and risks are raised at committee meetings.
- 3.6 Actions are taken on **personal commitments** made at committee meeting and reported to the committee.

Required Skills and Knowledge

Not applicable.

Evidence Guide

What evidence is required to demonstrate competence for this standard as a whole?

Competence in contributing to association governance requires evidence that effective contributions have been made according to elements and performance criteria for this competency standard and according to enterprise guidelines. The skills and knowledge required to contribute to association governance must be **transferable** to a range of work environments and contexts. For example, this could include different community associations, locations and types of contributions.

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:

Requirements of relevant legislation.

Interpretation of basic financial statements.

Requirements of programs.

Committee meeting and members meeting procedures.

Objectives and rules of association.

Basic management practice including practices in employing people.

Community goals and plans, and diversity in community and range of views and goals.

Occupational health and safety.

Public safety requirements.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, some complementary skills are required. These skills include the ability to:

Make contributions at meetings.

Communicate with individuals and small groups on issues.

Prepare brief verbal and written reports.

Contribute to conflict resolution.

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

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| 1. How can communication of ideas and information (2) be applied? | Through discussions at meetings or formally in writing with stakeholders and association office holders. |
| 2. How can information be collected, analysed and organised (3)? | Through the association offices and networks, and in accordance with legislative, ethical and association guidelines and practices. |
| 3. How are activities planned and organised (2)? | Through convening meetings and standing committees, and working individually with stakeholders. |
| 4. How can team work (2) be applied? | Through working with committees in decision-making. |
| 5. How can the use of mathematical ideas and techniques (2) be applied? | Mathematical techniques relating to data gathering and interpretation can be applied. |
| 6. How can problem-solving skills (2) be applied? | Through committee work, technical, organisational and other problems may arise requiring complex solutions. |
| 7. How can the use of technology (-) be applied? | Information gathering and presentation technology can be applied. |

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

For information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, refer to the Assessment Guidelines for this Training Package.

Range Statement

Range of Variables

The Range of Variables defines the different contexts, work environments and parameters governing the performance of this unit of competency. The variables chosen in training and assessment will need to reflect local industry and regional contexts

What might be described as association objectives ?	Any listed in the articles/constitution and rules procedures, those that comply with legal, financial and group requirements, and any specialist advice sought.
What finances may be relevant to this unit?	Those reported or discussed at meetings, any answers to questions, budgets and actual reports, and any procedures to comply with legislative and program requirements.
What areas of employee supervision may apply in this unit?	Direct supervision and appropriateness, recruitment of paid employees and volunteers, appraisal of paid employees including any disciplinary actions, employment conditions including remuneration and benefits, training provided, relationships and co-operation between employees, employees and volunteers, and with committee.
What legislative requirements may be included?	Association incorporation, taxation and audit, programs, industrial relations and employment, occupational health and safety, public safety, relevant business law and relevant common law.
What could be the ethical requirements in relation to this unit?	Equal opportunity, disability issues, fair dealing with community and employees, and conflict of interest.
How could approaches sensitive and inclusive of community and sectors of community be relevant?	Group does not offend sectors of community, sensitive to Indigenous communities, migrants, and particular perspectives of women and men.
What immediate or routine action may take place?	Immediate action may involve a request to stop work or change practices, request for urgent committee meeting, action to rectify error or fault. Routine action may involve a request for committee agenda item or the recording of a complaint by a group member, employee, volunteer or member of the

	public.
What could the opportunities include?	To expand activities of the group or to commence new activities or projects.
What are the threats which may apply to this unit?	To the group finances or viability, image, ongoing activities and employment from external source, group not having clear goals, and the direction of group influenced by minority interests.
Where could risks that may affect the group come from?	The activities of the group, requiring risk assessment and risk control measures, e.g., occupational health and safety and public safety, use of copyright/proprietary material, provision of incorrect advice and safety of works and work sites, etc. Risk can be managed through procedures and insurances.
How might communication be of benefit to this unit?	With group members and public on issues and activities with employees and volunteers, at committee meetings, and handling people who have strong opinions/characters.
How could personal commitments be relevant?	To take action on committee information requirements or decisions, e.g., prepare report, obtain circulars, form part of sub-committee, or to complete some action on behalf of group.
For more information on contexts, environment and variables for training and assessment, refer to the Sector Booklet.	

Unit Sector(s)

Not applicable.