



Health Care Consumers' Association

Executive Committee & Board Members (Roles and Responsibilities)

Role of the Executive Committee

The Executive Committee (EC) comprises members elected by the membership to take responsibility for the governance and strategic direction of the organisation. The EC exercises the powers vested in it by HCCA's Constitution and under the *Associations Incorporation Act 1991* (ACT) in accordance with the Australian Charities and Not-for-profits Commission (ACNC) governance standards.

The Executive Committee consists of a President, a Vice President, a Treasurer, and up to six other elected Members.

All Executive Committee Members are independent of management and free of any interest that could materially influence the exercise of their independent judgment.

The principal functions of the Executive Committee are to:

- ensure good governance
- review the Association's Constitution every five (5) years or as needed and present to members for endorsement
- review and approve HCCA's strategic objectives, mission, values and strategic plan
- consult with the Members of HCCA
- determine HCCA's operational and governance policies
- recruit and select the Executive Director and determine remuneration
- support and monitor the performance of the Executive Director
- review and approve the annual budget, major capital expenditure and service changes
- ensure that systems are in place to monitor and manage:
 - adequacy of resources and risk
 - funding bodies and members
 - compliance with the law and ethical standards
- structure the Executive Committee so that it has an effective composition, size and commitment to adequately discharge its responsibilities and duties
- enhance HCCA's public standing.

Executive Committee Members must act in the best interests of the Association. The Executive Committee will govern in accordance with the highest ethical standards, as set out in HCCA's Code of Conduct and Australian Charities and Not-for-profits Commission (ACNC) governance standards.

The role of the Executive Committee is to govern, that is to:

- a. set the strategic and policy framework for HCCA.
- b. ensure the financial viability of HCCA.
- c. ensure compliance with all legislative and statutory duties and obligations and the terms and conditions in contractual arrangements and / or funding/service agreements.
- d. appoint and provide support to the Executive Director.
- e. provide guidance and approval in relation to strategic decisions.

The Executive Committee is accountable to the membership of HCCA for their performance, which must be aligned to the objectives and purpose of the organisation as detailed in the HCCA Constitution.

Roles and Responsibilities of the Executive Committee - Board Members

President

The President's responsibilities include:

- representing HCCA and enhancing organisation's public standing
- chairing Executive Committee meetings and general meetings (including Annual General Meetings – AGM) to achieve productive outcomes
- managing the agenda of Executive Committee Meetings
- being an ex-officio member of all sub-committees
- make urgent time sensitive decisions on behalf of HCCA, in conjunction with the Executive Director in situations that warrant timely response or action including;
 - financial and reputational protection; safety and security compliance; and governance and legal triggers (if applicable).
- managing the Executive Director's performance evaluation
- assisting the Executive Director in conducting orientation of new Executive Committee Members
- exercising any other function given to the president under the Act or the Associations rules or by the committee or the members to achieve the Associations objectives; and
- acting with the Executive Director and other nominated members as HCCA's media spokesperson.

Vice President

The Vice President's responsibilities include:

- carrying out special assignments as requested by the President
- acting for the President as and when required
- exercising the functions of the president if the president is unavailable to exercise those functions for any reason; and

- exercising any other function given to the Vice President under the Act or the Association's rules; or by the committee or the members to achieve the Association's objects.

Treasurer

The Treasurer's responsibilities include:

- presenting to Executive Committee Meetings an overview of:
 - HCCA financial statements for acceptance
 - HCCA Budgets and revisions for EC endorsement
- providing oversight of HCCA budgets and reserves strategies for Executive Committee approval, in conjunction with the Executive Director
- presenting HCCA's Audited Financial Statements and the Auditor's Report to members at the Annual General Meeting
- monitoring financial delegations and recommending revisions as necessary
- monitoring electronic payments made by the Executive Director on HCCA's behalf
- ensuring electronic salary payments and reimbursements are made to the Executive Director in accordance with advice given by bookkeeper; and
- exercising any other function given to the treasurer under the Act or the Association's rules; or by the committee or the members to achieve the Association's objects.
- Ensure accordance with the Act, including records of accounts and lodgement of financial documents.