



Management Committee Contract Proforma

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- Be diligent, attend Management Committee meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Management Committee's decision-making.
- Observe confidentiality relating to non-public information acquired by them in their role as Management Committee Members and not disclose such information to any other person.
- Meet regularly to monitor the performance of management and the organisation as a whole. To do this, the Management Committee will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the Management Committee. [Refer to Governance Policy for more information.]
- Ensure there is an appropriate separation of duties and responsibilities between itself and senior management and that no individual has unfettered powers of decision-making. [Refer to Governance Policy and Financial Delegations to Staff for related information.]
- Ensure that the independent views of Management Committee members are given due consideration and weight.
- Ensure that stakeholders are provided with an accurate and balanced view of the organisation's performance, including both financial and service provision.
- Regularly review its own performance as the basis for its own development and quality assurance. Individual Management Committee Members should also review their own performance with a view to ensuring a suitable contribution to Management Committee deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance, or resign.
- Carry out its meetings in such a manner as to ensure fair and full participation of all Management Committee members.
- Ensure that the organisation's assets are protected via a suitable risk management strategy.
- Ensure that personal and financial interests do not conflict with the duty to the organisation. [Refer to Conflict of Interest for more information.]

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