

Terms of Reference

**Alcohol and other Drug Consumer and Community Coalition (AODCCC) Incorporated
Management Committee
26 October 2019**

Mandate

To establish the Alcohol and other Drug Consumer and Community Coalition in line with the objects of the association and in fulfilment of the requirements laid out in the Delivering Community Services in Partnership Grant Agreement (May 2019) between the Government of Western Australia – Mental Health Commission (MHC) and the Alcohol and other Drug Consumer and Community Coalition (AODCCC).

Responsibility for the establishment of the Alcohol and other Drug Consumer and Community Coalition (AODCCC) Incorporated rests with the AODCCC Management Committee.

Objects of the Association

To promote the interests, education and welfare of those affected by alcohol and other drug use.

Membership

Membership of, and election or recruitment to, the AODCCC Management Committee is conducted as per Part 5, Division 3 (Election of committee members and tenure of office) of the Rules of Association.

Committee Members are required to:

- comply with the Rules of Association
- comply with legislative and regulatory requirements and AODCCC policies and procedures.
- oversee the development and application of the organisation’s vision, mission and strategies
- oversee organisational performance and compliance
- allocate resources to support the documented priorities of the organisation
- communicate with, and be accountable to, the organisation’s members and other key stakeholders
- regularly assess and review its performance in the interests of continuous quality improvement

Responsibilities

Establishment responsibilities include:

- developing a project plan for establishment
- developing and maintaining a governance structure
- determining and taking necessary action in relation to legislative and regulatory requirements
- developing the organisation’s Values and Mission Statement
- developing a Strategic Plan
- developing organisational policies and procedures including delegations of authority, principles of practice and code of conduct
- developing a framework for planning, performance monitoring and reporting
- developing a risk management plan and associated processes

- conducting a needs analysis for operational staffing
- implementing systems and information management processes
- developing a formal operation and funding model designed to improve consumer involvement in the alcohol and other drug sector
- establishing engagement activities in line with the objects of the Association

Decision making

Decisions made by the Management Committee are made on behalf of, and represent the interests of, AODCCC members. As such the Management Committee must place AODCCC's accountability above personal interests.

The Management Committee may use advisory or reference groups, consult with sector experts or request the Project Lead to seek/collate information for the purpose of helping them in their decision-making role.

This in no way reduces the responsibility for the authority and accountability of the Management Committee.

Dispute resolution

Disputes will be managed in line with Part 4, Division 3 (Resolving disputes) of the Rules of Association.

Managing conflicts of interest

The AODCCC Management Committee will manage conflicts of interest as per the AODCCC Conflict of Interest Policy and in line with ACNC standards.

Meetings

Meetings are conducted in line with Part 5, Division 4 (Committee meetings) of the Rules of Association.

Sub-committees may be formed to work on specific activities in line with Part 5, Division 5 (Subcommittees and subsidiary offices) of the Rules of Association.

AODCCC Management Committee meetings are conducted in a fair and open manner in order to encourage and support participation from all Management Committee members.

Amending the Terms of Reference

The Terms of Reference may be revised by the Management Committee as necessary.

Project Lead

The Management Committee appoints the Project Lead and delegates authority within agreed limits to conduct activities necessary to establish the organisation.

Directives from the Management Committee to the Project Lead are through the Chairperson.

The Project Lead reports to the Management Committee and is supported in the role through supervision with the Chair.

Relevant Legislation, Documents and Resources

Alcohol and other Drug Consumer and Community Coalition Rules of Association

Management Committee governance, roles and responsibilities from Department of Mines, Industry Regulation and Safety website under Associations and Clubs: <https://www.commerce.wa.gov.au/consumer-protection/associations-and-clubs>

AICD Governance Principles <https://aicd.companydirectors.com.au/resources/not-for-profit-resources/not-for-profit-governance-principles>

Australian Charity and Not-for-profits Commission (ACNC), Governance Standards: <https://www.acnc.gov.au>

Australian Charity and Not-for-profits Commission, Managing Conflicts of Interest

<https://www.acnc.gov.au/tools/guides/managing-conflicts-interest-guide>

Australian Charity and Not-for-profits Commission, Disqualified Persons Register:

<https://www.acnc.gov.au/charity/about-charity-register/information-charity-register/disqualified-persons-register>

Australian Securities and Investments Commission (ASIC), Register of disqualified persons:

<https://asic.gov.au>

Australian Charity and Not-for-profits Commission Act 2012

<https://www.legislation.gov.au/Details/C2012A00168>

Associations Incorporation Act 2015

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_13715_homepage.html

Alcohol and other Drug and Human Services Standard (2019)