2.5 Manager Roles and Responsibility Policy

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| **Related documents** |

The ABCD Manager is appointed by the Board and is responsible for implementing strategic direction and managing the day-to-day operations of the organisation. The same individual cannot exercise the roles of the Manager and Chairperson of the Board.

The Manager will have a formal service contract that sets out duties, responsibilities, rights, conditions of service and termination entitlements. The Manager cannot engage in any outside appointments that may impact on their duty to ABCD without approval of Chairperson of the Board.

The Board is responsible for the assessment and monitoring of the Manager's performance and will formally review performance and conditions of service on an annual basis.

The responsibilities of the Manager are to:

1. Manage day-to-day operations in accordance with professional, ethical and environmental standards.
2. Keep the Board informed about any developments with a material impact on the organisation’s performance.
3. Organise, attend and service all Board and sub-committee meetings as required.
4. Provide written reports to the Board on the operation of the service, the financial position of the organisation and other matters of concern to the Board.
5. Facilitate the organisational planning process by overseeing the development, implementation, monitoring and evaluation of any strategic or business plans.
6. Develop the annual budget in conjunction with the Treasurer and manage day-to-day operations within the budget.
7. Ensure that ABCD complies with legal and contractual obligations.
8. Maintain an effective risk management framework and notify the Board of any potential risks requiring assessment and management.
9. Identify gaps in policy and make recommendations for changes.
10. Oversee the appointment and performance of staff and volunteers.
11. Provide strong leadership and effective management in order to:

* encourage cooperation and teamwork;
* build and maintain staff and volunteer morale at a high level; and
* build and maintain a strong sense of staff and volunteer identity with, and allegiance to, ABCD.