



Deepwater & District Community FM Radio Inc

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Glen Innes 105.9 MHz, Deepwater 91.1 MHz

Creating the waves that weave the fabric of community

Adopted by Committee of Management 15/1/24

POLICY – CORPORATE GOVERNANCE (Code 1.2)

This document sets out the framework for the suite of corporate governance policies adopted by the Committee of Management.

The corporate governance policies adopted by the Committee of Management include:

- Constitution
- Policy Code of Conduct 2
- Policy Complaints Handling
- Policy Compliance
- Policy Conflict of Interest
- Policy Corporate Governance
- Procedure Corporate Governance Checklist
- Policy Delegations
- Policy Dispute Resolution
- Policy Obligations
- Policy Principles of Financial Membership
- Policy Purchasing
- Policy Register
- Policy Rights and Responsibilities of Volunteers

Additional to the above policies, this policy wraps up any matters not specifically covered.

The decision process:

The constitution is the overall guideline to the framework to the decision process. All management decisions must be made by the Committee of Management unless there is a specific delegation in place (As covered in the Delegations Policy referred to above). Purchase and sale of land together with loans and mortgages must be referred to a General Meeting.

The Committee of Management will hold at least eleven monthly meetings in each calendar year. Minutes of each meeting will be recorded by the Secretary and distributed to Committee members by email in advance of the subsequent meeting and presented for adoption by the Committee of Management.

Financial Management:

Within the framework of the constitution, the Committee of Management will ensure:

- The Association finances are overseen by the Treasurer who will report monthly to the Committee of Management in the following terms;
 - Reconciled balances of all bank accounts
 - Income and expenditure within each bank account
 - Sponsor debtors overdue beyond 90 days credit
 - Any outstanding payments due to creditors outside of the provider credit terms
 - Project Management Financial Reports
- All payments will require the authorisation of two of the nominated signatories
- A receipt will be written for all membership payments
- A receipt will be written for all cash payments
- The monthly Treasurer's Reports will be available to all association members
- A Monthly Financial Year Cash Flow Budget will be presented to the Committee of Management prior to the conclusion of the previous financial year for consideration and adoption
- As soon as practical after the end of each financial year, all necessary electronic and written financial records will be supplied to the Association's accountant in order to provide a "Compilation of Financial Statements" (or full audit if required) for the Association's Annual General Meeting.