REAL LIVING OPTIONS
ASSOCIATION INC.
"Supporting a lifestyle for people with a disability"

OFFICE BEARER POLICY

POLICY NUMBER: NDIS GOV 23

INTENT

This policy outlines the responsibilities, duties, and expectations of office bearers serving on the management committee of Real Living Options Association Inc.

DEFINITION

Office Bearer: *A person elected or appointed to a formal position of leadership within the management committee (e.g. Chairperson, Secretary).*

Management Committee: *The governing body responsible for strategic oversight, legal compliance, and Service performance.*

POLICY STATEMENTS

- The Management Committee of Real Living Options Association Inc. will operate more effectively if the Office Bearers and members the Management Committee know their respective duties and obligations.
- Office Bearers and Members of the Management Committee will have a Role and Responsibilities document as appropriate to their position.
- Office bearers must exercise their duties:
    - In good faith and in the best interests of the Service.
    - With the required level of care, diligence, and skill.
    - In accordance with the NDIS Code of Conduct, Practice Standards, the Service's constitution, and any other relevant legislation.
- Office Bearers are collectively responsible for the Service's compliance with the NDIS Quality and Safeguards Commission, Australian Charities and Not-for-profits Commission (ACNC), and other regulatory bodies.

PROCEDURES

- This policy will be included in the Induction package provided to new Management Committee members.
- The Secretary of the Management Committee is responsible for ensuring that a copy of this policy is available for reference at Management Committee meetings.

President (Chairperson)

- In line with the Role and Responsibilities of the President, the responsibilities of this position include:
    - Providing leadership and direction to the Management Committee
    - Presiding over meetings and ensures effective governance.
    - Ensuring compliance with the Service's legal and ethical obligations.
    - Acting as a key spokesperson and liaising with stakeholders.
    - Supporting and supervising the General Manager.

Secretary

- In line with the Role and Responsibilities of the Secretary, the responsibilities of this position include:
    - Ensuring accurate records of meetings (minutes, agendas, correspondence)
    - Maintaining the statutory records (constitution, registers) of the Service
    - Ensuring the required notifications are submitted to the ACNC and other regulators
    - Overseeing the integrity and accessibility of Service documents

Treasurer

- In line with the Role and Responsibilities of the Treasurer, the responsibilities of this position include:
    - Overseeing financial management, including budgeting and reporting.
    - Ensuring appropriate internal financial controls are in place.
    - Reviewing monthly and annual financial reports.
    - Supporting the Finance Officer.
    - Monitoring compliance with funding agreements and financial standards.

- All Office Bearers should:
    - Attend and actively participate in meetings
    - Act honestly, transparently, and in the best interest of Participants and the community
    - Avoid and declare any conflicts of interest
    - Maintain confidentiality of sensitive information
    - Promote continuous improvement and uphold the NDIS Practice Standards
    - Remain informed about Service operations and sector developments

- Office bearers are typically elected at the Annual General Meeting (AGM) and serve for a term of two years as outlined in the Service's constitution. Re-election or rotation must occur in accordance with the constitution.
- Office bearers must disclose any personal, professional, or financial interests that may conflict with their responsibilities. These must be recorded in the Conflict of Interest Register, and the individual must abstain from decision-making where appropriate.

DELEGATIONS

Office Bearers

- Are required to be familiar with the duties and responsibilities of their respective position**.**

Management Committee members

- Are required to be familiar with the duties and responsibilities of their respective position**.**

RELATED DOCUMENTATION

Role and Responsibilities of Management Committee Members
Role and Responsibilities of the President
Role and Responsibilities of the Secretary
Role and Responsibilities of the Treasurer
Role and Responsibilities of the Vice President
Role and Responsibilities of the Assistant Treasurer

REFERENCES

National Disability Insurance Scheme Act 2013
NDIS Practice Standards and Quality Indicators
Australian Charities and Not for Profit Commission Act
Real Living Options Association Inc. Constitution

AMENDMENTS/REVIEWS

Amended 23.06.22, Amended 04.09.25