

Committee Basics - The Handover

Introduction

Throughout this publication the term committee refers to the group of people elected to manage the incorporated association.

Committee Basics – The Handover includes a number of downloadable information sheets that provide tips and guidelines to ensure committees understand their legal responsibilities following the Annual General Meeting (AGM), and to assist in a smooth transition of governance and management to the newly elected committee.

Topics covered in these sheets include: 'Why you need a formal handover', 'Preparing for the handover', 'Forms to be completed', 'Managing the handover meeting', 'What next' and 'Useful resources for the new committee'.

Each sheet includes a background on the topic, overview, relevant legislation and ideas about where to access further information. Ensure that a copy of each sheet is placed in the committee member operational folders for future reference as they are a useful resource for all committee members.

This information is relevant for all early childhood incorporated associations, including independent kindergartens, community-managed long day care and cluster-managed kindergartens which have maintained their incorporation status.

Background

In Victoria, a wide range of management structures exist in early childhood services. Managing an early childhood service requires a good understanding of the particular management structure of the service, any service agreements and the extent of responsibilities.

As an incorporated association, the responsibility of the committee will be outlined in the constitution. Some committees will also have additional responsibilities, such as legal requirements, funding and licensing compliance, and employment obligations.

To ensure continuity of governance, it is important that there is a comprehensive and well-planned handover to the new committee as soon as possible following the AGM. The outgoing committee may also offer to continue working alongside the new committee for a couple of weeks/months as mentors.

Committees should check their constitution to clarify their legal responsibilities once the new committee is elected. Historically, many committees have continued their responsibilities until either the handover meeting, end of the year or the commencement of the new school year. **However, unless your constitution states otherwise, once the elections have been conducted, it is the new committee who are responsible for the operation of the association.**

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