

## Flow Chart – Governance

**Governance** – The GROW Management Committee are responsible for the organisations governance guiding the direction of the service. This ensures that the organisations goals and objectives are met in line with our philosophy, all legal and regulatory requirements governing the operation of the service.

The Management Committee must meet 4 times per year (once per quarter) and undertake an AGM during the month of December each year.

### Management Committee Meetings

**Step 1** – The scheduled meeting date, time & location is set.

**Step 2** – The meeting **Agenda MCR4** is developed by the Secretary in cooperation with the Operations Manager to include Agenda items raised by staff, Participants, and other key stakeholders

**Step 3** – The meeting Chairperson will conduct the meeting with a nominated attendee (Secretary) taking minutes using the **Minutes Template MCR5**.

**Included meeting content must include:**

- Confirmation of previous Minutes
- Matters Arising / Actions Taken
- Treasures Report – (Budget Report –Annual / Quarterly Updates)
- Operations Managers Quarterly Report
- Correspondence In
- Correspondence Out
- Agenda Items for Next Meeting

**Step 4** – Prior to meeting close the next meeting schedule is agreed including meeting date, time & location

**Step 5** – The Operations Manager will file the meeting Agenda and Minutes