



EMPLOYEE APPOINTMENTS TO BOARDS POLICY		Document #	Level: Tier 1
		Prepared By: GRC Manager	Date Prepared: 6/07/2017
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Compliance: <i>Australian Charities and Not-for-profit Commission Act 2012 (Cth)</i> <i>Corporations Act 2001 (Cth)</i>			

Purpose

The Archdiocese of Hobart ('Archdiocese') employs and or appoints people from diverse backgrounds who deliver a range of services and activities. As such, it is necessary to ensure that strategic objectives, individual continuing professional development and conflicts of interest are managed accordingly.

There are circumstances when an employee of the Archdiocese has an existing or is appointed to a position on a board, committee or other body.

It is the intention of this policy to help clarify circumstances to enable transparency and best practice corporate governance.

Scope of Application

This policy applies to the Archdiocese and its agencies including: Archbishop's Office, Parishes, Church Office, CatholicCare Tasmania, Centacare Evolve Housing, Catholic Education Tasmania and the Catholic Development Fund.

This policy may also be used to apply to bodies or committees associated with any of the above agencies, established to progress initiatives under the auspices of the Archdiocese.

Policy

Internal Archdiocesan Appointments

Archdiocesan employees appointed to Archdiocesan councils, commissions, boards or other bodies do not receive additional remuneration.

External Appointments: Archdiocesan Representative

If an appointment to an external body is as an Archdiocesan representative, if paid, arrangements are to be made to the benefit of the Archdiocese with the respective financial department.

Representatives must comply with their contract of employment with regard to 'Declarations of Interest' upon employment and continuously update.

As representatives of the Archdiocese, employees must ensure compliance with the organisation's policies.

If an employee is unable to fulfil his/her responsibilities to the Archdiocese and the entity, they are required to inform their supervisor so that another individual can be appointed.

Director's Insurance as required is provided by the Archdiocese.

External Appointments: General

If the position is not a conflict of interest and the employee is:

- Not acting as a representative of the Archdiocese

- Representing outside working hours or on approved leave.

There is no conflict of interest arising from the combination of their role as an Archdiocesan employee and their role on the board or committee. It is therefore not necessary to declare sitting fees to the Archdiocese.

It may also not be necessary to make a 'Declaration of Interest'.

Personal financial management, including taxation and Director's Insurance are the employee's responsibility.

The Archdiocese approval of your request to service on an external board during work hours does not constitute any endorsement or ratification of any action you take as board member for that entity.

Definitions

Board member: For the purposes of this document a 'board member' is also a director, council or committee member.

Related Documents

- AoH Board Code of Conduct
- Integrity and Ethics Policy
- Safe Communities Policy
- Workplace Behaviour Policy
- Respective Archdiocesan Board Registers of Interest

Version history

This policy supersedes the 'Sitting Fees Policy'

Changes to this policy

The Archdiocese will review this policy from time to time and updates are available on the website.

Policy approved by:

Most Rev Julian Porteous, Archbishop of Hobart,

11 August 2018