



# Governance reference manual

## 1. Introduction

- Why is effective and legitimate governance important to us?
- The purpose of the manual
- Who is the manual for?
- Key source documents

## 2. Background on our nation, community and organisation

- Our people and population
- Our culture, history and future vision
- Our lands and communities

## 3. Our current governance

- Our governance vision and purpose
- Governing structures and arrangements
- Representative organisations and committees
- Leadership and selection/election processes
- Eligibility and tenure of office
- Our code of conduct and ethics
- Youth and succession planning

## 4. Our governance roles and responsibilities

- Governance roles and responsibilities
- Representation and advocacy
- Our members—participation, communication and rights
- Legal framework, duties and liabilities
- Steering future direction
- Making effective decisions
- Developing policies and rules
- Strategic planning
- Governance building
- Governing our finances and resources
- Hiring and supervising the top manager
- Relationship with staff, stakeholders and committees
- Dealing with complaints and conflict

## 5. Our meetings

- Role of the chair
- Participation and attendance
- Our meeting rules
- Quorum
- Voting and consensus
- Informed decision making
- Agenda
- Minutes
- Presentation of information
- Confidentiality issues

## 6. Making and enforcing our governance policies and rules

## 7. Key contact information