

HECIS: Organisational Structure: Responsibilities and Accountabilities Policy

1.2	ORGANISATIONAL STRUCTURE: RESPONSIBILITIES AND ACCOUNTABILITIES
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Applies to: Management Committee Members, HECIS Co-Ordinator
Specific responsibility:

Version: 1
Date approved: 5.8.2014
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

The organisational structure describes the governing and management bodies of HECIS, the arrangement of staff positions and the accountability relationships.

OVERVIEW

HECIS is incorporated as an association. Its ABN is 77 638 834 599. It is governed by an elected Management Committee of at least (7) seven members.

- **Office bearer positions:**
President(Chairman), Vice-President, Secretary & Treasurer.
- **Sub-committees:**
(where applicable)

The day to day management of the organisation is delegated to the HECIS Co-Ordinator.

PROCEDURES

Responsibilities

The HECIS Co-Ordinator role is to ensure the smooth management of the service and is directly accountable to the Management Committee.

Duties include organising the clients into workable caseloads for teaching staff, supervising the HECIS staff in their roles, completing funding requirements, ensuring the WHS requirements are observed, and establishing/maintaining networking with other Early Intervention services and managing staff appraisals etc.

Reporting lines

The HECIS Co-Ordinator reports to the Management Committee.

This requirement is undertaken by Co-Ordinator reports at each Committee meeting and other times as appropriate.

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DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	Delegation Chart

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	HECIS Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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