

South West Community Transport

Finance Portfolio

Roles and Responsibilities

The appointed member of the Board of Management will support the Treasurer and the Executive Officer by way of involvement in the following:

As per S.W.C.T. policy manual Section One point 1.2.1-3

Financial responsibilities of the Board of Management include ensuring that:

- Community Transport has an approved budget for the year and that expenditure remains within budget;
- Community Transport has sufficient income to meet budgetary requirements;
- All funds are properly administered and all financial transactions are accurately recorded;
- An audit satisfying all legal and regulatory requirements is conducted annually.

As per S.W.C.T. policy manual Section One point 1.2.2-4

The Treasurer shall:

- Ensure proper books of account are properly maintained and kept safe;
- Ensure monthly and other financial reports are produced
- Ensure the financial requirements of funding bodies are met;
- Ensure Board of Management members understand the financial reports;
- Ensure an audit of the books is prepared each year and that the accounts of the Association, showing the financial position at the end of the preceding financial year, is submitted to members at the Annual General Meeting,
- Ensure funds are not being mismanaged

In achieving the above roles and responsibilities the following tasks shall be undertaken:

Annually

- Ensure the preparation of documents required for the completion of the Annual Financial Report
- Ensure an audit of the books is prepared each year
- Ensure the accounts of the Association, showing the financial position at the end of the preceding financial year, is submitted to members at the Annual General Meeting,
- Ensure a motion be presented to the Annual General Meeting nominating the auditor for the following financial year
- Ensure reporting requirements of funding bodies are submitted as required in funding agreements

Quarterly

- The following quarterly financial reports shall be presented to the Board of Management quarterly meeting
 - quarterly Profit and Loss Statement
 - quarterly Balance Sheet
 - quarterly budget variance / review of budget
- A report (verbal or written) will be presented to the Board on any abnormalities over the quarter for the income and or expenditure.

Monthly

- Review following monthly financial reports
 - monthly Profit and Loss Statement
 - monthly Balance Sheet
 - monthly budget variance
 - monthly cheque listing
 - Expression of Interest applications
- In conjunction with quality of service portfolio, vehicle portfolio and Executive Officer, assisting in reviewing of service fees, charges etc.
- Advising / assisting with review of customer service related policies and procedures

Ongoing / As Required

Participate in collective portfolio issues with Board Members

**South West Community Transport
Board of Management
Quality of Service Portfolio**

Roles and Responsibilities

The appointed member of the Board of Management will support the Executive Officer by way of involvement in the following:

Annually

- Preparation of annual report identifying client and service data to be presented to the Annual General Meeting
- Preparation, reviewing and analyzing client statistics with the aim of identifying trends, areas of apparent unsatisfied need, emerging needs for inclusion in annual review of strategic plan
- In conjunction with financial portfolio, vehicle portfolio and Executive Officer, assisting in reviewing of service fees, charges etc.

Quarterly

- Report to the quarterly Board of Management meetings on any major issues affecting the quality of service during the previous quarter. This may include
 - service data
 - passenger numbers
 - purpose of transport e.g. day care, shopping etc
 - new assessments
 - re-assessments
 - client comments
 - complaints, both formal and informal
- Report to the quarterly Board of Management meetings on outcomes of client consultations / forums / surveys / questionnaires

Ongoing / As Required

- Assisting Staff Portfolio and Executive Officer examining staff issues which may have potential impact on customer service
- Advising / assisting with review of customer service related policies and procedures
- Participate in collective portfolio issues with Board Members

**South West Community Transport
Board of Management
Risk Management Portfolio**

Roles and Responsibilities

The appointed member of the Board of Management will support the Executive Officer by way of involvement in the following:

Annually

- Preparation of annual report identifying O.H.&S issues to the July Board Meeting
- Preparation of Annual Plan to address potential risk management issues for presentation to the Annual General Meeting
- In conjunction with financial portfolio and Executive Officer, assisting in reviewing potential financial implications of identified risk management issues

Quarterly

- Report to the quarterly Board of Management meetings on any major issues affecting the risk management during the previous quarter. This may include
 - passenger / staff complaints re O.H.&S. issues
 - workers compensation claims
 - incident / accident report
 - Risk identification / hazard report
 - O.H.&S. Committee report

Ongoing / As Required

- Assisting Quality of Service, Staff Portfolios and Executive Officer examining issues which may have potential impact on customer service and or staff safety
- Advising / assisting with review of risk management related policies and procedures
- Participate in collective portfolio issues with Board Members

**South West Community Transport
Board of Management
Staff Portfolio**

Roles and Responsibilities

The appointed member of the Board of Management will support the Executive Officer by way of involvement in the following:

Annually

- Preparation of annual report identifying staffing levels, wages, proposed increases in staff wages to the July Board Meeting
- Preparation of Organisation Structure for presentation to the Annual General Meeting
- In conjunction with financial portfolio and Executive Officer, assisting in reviewing staff wages, allowances, entitlements, Performance Appraisal summary report
- In conjunction with Strategic Plan Portfolio assist in development of Staff Training Calendar

Quarterly

- Report to the quarterly Board of Management meetings on any major issues affecting the staff during the previous quarter. This may include
 - passenger complaints
 - staff complaints
 - workers compensation claims
 - disciplinary action
 - Support and Supervision Session summary report

Ongoing / As Required

- Assisting Quality of Service Portfolio and Executive Officer examining staff issues which may have potential impact on customer service
- Advising / assisting with review of staff related policies and procedures
- Participate in collective portfolio issues with Board Members

South West Community Transport

Strategic Plan Portfolio

Roles and Responsibilities

The appointed member of the Board of Management will support the Executive Officer by way of involvement in the following:

Annually

- Review / evaluation of Strategic Plan (July Board Meeting)
- Presentation of Annual Strategic Plan to Annual General Meeting
- Identification of Working Parties based on needs identified in Strategic Plan for following 12 months. (July Board Meeting)
- Attendance at 1st meeting of Working Parties to provide;
 - an overview of strategic plan
 - identified need the working party shall be addressing
 - roles and responsibilities of working parties
 - expectations / time frames for working parties

Quarterly

- Report quarterly to Board of Management meetings on current status of workplan resulting from strategic plan

Ongoing / As Required

- Participation in preparation and development of 3 to 5 year strategic plan
- Assisting Board Member Portfolios and the Executive Officer examining issues, which may have impact on Strategic Plan Portfolio.
- Advising / assisting with review of strategic plan
- Participate in collective portfolio issues with Board Members
- Assist with identification of outcomes from client consultations / forums / surveys / questionnaires to integrate into strategic plan
- Orientation of Board Members regarding Strategic Plan Portfolio

South West Community Transport

Vehicle Portfolio

Roles and Responsibilities

The appointed member of the Board of Management will support the Executive Officer by way of involvement in the following:

Annually

- Preparation of annual Vehicle Replacement Financial Schedule
- Preparation of annual report to be submitted to the July meeting Board of Management, recommending vehicle replacement to be undertaken in following 12 month period

Quarterly

- Report to the quarterly Board of Management meetings on any major issues affecting vehicles during the previous quarter. This may include
 - vehicle repairs
 - vehicle replacements / purchase
 - vehicle safety issues
 - complaints arising from issues relating to vehicles
- Along with the Finance portfolio and the Executive Officer, review Vehicle Replacement Financial Schedule and appropriate budget items
- Report to the quarterly Board of Management meetings on the current status of the Vehicle Replacement Financial Schedule

Ongoing / As Required

- Assistance in research of the most appropriate vehicles to purchase when replacing existing fleet vehicles
- In conjunction with financial portfolio, quality of service portfolio and Executive Officer, assisting in reviewing of service fees, charges etc.
- Advising / assisting with review of customer service related policies and procedures
- Participate in collective portfolio issues with Board Members