



AUSTRALIAN COMMUNITY SERVICES EMPLOYERS ASSOCIATION

ABN 68 150 310 815

Committee Manual Order Form

As Corporate governance and accountability become increasingly important and potentially vexatious, and as the issues that face our members become more complex we have drawn on our 34 years of working with Committees to develop a New Committee Manual that helps you negotiate any potential pitfalls and problems.

The use of this manual will ensure your committee experience is enjoyable and hassle free.

CONTENTS

Highs and Lows of Committees
Personnel and Responsibilities
Integrity and Ethics
Accounting and Finance
Workplace Health and Safety
Meetings

Risk Management
The Treasurers Role
Budgets and Insurance
Employment
Fund-Raising
Model Rules

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