



Subud Australia

Working Paper - Draft Policy on Continuity of Governance

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PURPOSE

The purpose of the propose policy is to ensure mechanisms are in place to ensure smooth functioning of Subud Australia's governance across elections, which are held every two years.

In particular, these mechanisms seek to:

- Avoid loss of knowledge across elections
- Avoid interruption of statutory accounting and record keeping
- Ensure continuation of multi-year programs and processes
- Allow the incoming National Committee to function effectively, by not requiring them to "re-invent the wheel", or re-build an entire new administration

Recommendations

People

ACTIVE COUNCIL AND WORKING GROUPS

Council is the peak Governing body, and the continuity of governance and feasibility of the Chair's role is greatly assisted if:

- Councilors, who change on different calendars, take an active interest in and ownership over Council's work, so are in a position to properly advise Council
- Key change and development programs are delegated to Working Groups, reporting to Council, which continue their work across elections.
- There be no attempt to force wings to operate when there is a period of low enthusiasm, just to "fill a chair", but rather allow Wing activities to ebb and flow according to the interest and enthusiasm of the membership from time to time.

WINGS WORKING GROUP

In order to coordinate the work of the Wings, allow for mutual support, and reduce the workload of the chair, recommend that:

- The Chairs of the active Wings form a permanent Working Group for coordination and mutual support, and
- The Wings Working Group report to the Chair and the Council as a group rather than individually.

STAGGERED APPOINTMENTS

Recommend that elections and appointments be staggered, to avoid a 100% change in governance at Congress elections.

Currently, there is on Council an officer who has been appointed a year ago, and has a year to run if this principle is implemented:

- Property Officer

Transition

HANDOVER PROCESS

In order to best support the incoming Chair to take on his or her role:

- Hold election of Chair mid-Congress, so that the outgoing Chair can kick off Congress and workshops on existing programs, and incoming Chair has time to during Congress to
- Outgoing officers agree to be available in a consulting role to their incoming counterparts, for a period of three months post-election.

Documents

CORE PROCESSES

Recommend that the following processes be carried out by paid employees or contractors of National Council, whose appointment is not reviewed at the same time as the election of National Committee:

- National Office Manager
- Bookkeeper
- Web master

These are currently in place.

ACCESSIBLE FILES

In order to avoid excessive time tracking down earlier decisions and policies, confusion, and continuity of knowledge:

- Key documents be posted and downloadable from a special area of the website devoted to Council work.
- These documents include a guide to the paper filing system at the National Office, so that Councilors can know what other files are also available.

POLICIES AND PROCEDURES

Recommend that the Council actively assist the National Office Manager to:

- Maintain and updated set of Policies and procedures manual
- Keep current versions posted on the website

ARCHIVES

Recommend that Council appoint a Working Group to prepare proper archiving and storage strategy and procedures for Subud Australia, and strategies to ensure:

- The procedures are carried out regularly
- Archived documents are accessible by Council
- Original documents deemed to be of historical value are properly maintained