

## Governance structure

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### Constitution of Woden Community Service Incorporated (WCS)

WCS is an incorporated association formed for the benefit of the public for the purposes set out in its Constitution, last updated in 2015, under the *Associations Incorporation Act 1991 (ACT)*. Membership is open to the public.

As required in the Constitution, WCS holds an Annual General Meeting, at which members of WCS elect the Board.

### Board of WCS

The WCS Constitution establishes an elected board of between five and nine members to formulate the organisation's strategic direction and ensure the organisation's ability to meet its purposes, working with and through the Chief Executive Officer (CEO).

The full Board meets every second month, with the Audit and Risk Committee (consisting of a minimum of three Board members) in the alternate months.

### Chief Executive Officer (CEO)

The CEO is responsible for the management of WCS and its operations, with delegated authority from the Board.

### Executive

WCS has four Directors who, with the CEO, constitute the Executive of the organisation. The Executive meets weekly.

Each Director has responsibility for a specific **service line**. Currently, these are:

- Service Development
- Access and Support
- Corporate Support
- Chief Financial Officer

### Leadership Forum

Within each service line, there is a Manager responsible for a specific **service area**. Together they comprise the Leadership Forum, which meets together monthly.

## Communication – including reports, meetings and newsletters

### Annual Report

As required under the Constitution and the regulatory Act, WCS compiles an Annual Report, covering the activities of the organisation and the audited financial statements, for presentation at the Annual General Meeting.

These reports are available on the [WCS website](#).

### External reporting

WCS submits reports to funding bodies as required contractually.

OneLink releases a quarterly report on the [OneLink website](#).

### EXTERNAL

Facebook and Twitter

Media coverage e.g. RiotACT

Community events

WCS Connect Newsletter

Quarterly email to subscribers

### Board

The WCS Board meets every second month. The Executive and Leadership Forum members provide monthly reports to the WCS Board, highlighting key developments and issues.

### Executive

The Executive meet weekly to discuss current strategic and operational issues. Each Executive member then passes updates to the Managers in their service line, as relevant.

### Leadership Forum

The Leadership Forum meets monthly to discuss current operational issues.

Managers pass on relevant updates to their teams. This may be through regular team meetings, or as needed on specific issues.

### Team meetings

Each Manager or Team Leader will meet with their teams on a periodic basis to discuss current issues of interest. The structure of specific teams varies considerably within WCS. Therefore, the frequency and nature of team meetings also varies.

### INTERNAL

All staff emails (for ad hoc updates)

Workplace information displays

Networking events

WCS Inside Story

Monthly email to all employees

### WCS Staff Meetings

These quarterly meetings are an opportunity to bring together employees from across the organisation to get updates and discuss issues of key importance to the organisation.