



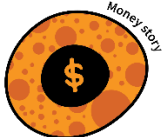







AGMP currently offers governance support in eight themes or 'focus areas'. Typically, we work with individual organisations for an average of 6-12 months, addressing 2-3 focus areas over this period.

	Two Way Governance, Representation & Leadership	<ul style="list-style-type: none"> • Two-way governance • Cultural governance • Representation and membership • Leadership skills • Young directors, youth leadership
	Roles & Responsibilities	<ul style="list-style-type: none"> • Two-way responsibilities • Role of Chair, Directors and CEO • Separation of Power; Org structures • Legal Duties of the board • Conflict of Interest • Code of Conduct; Governance Charters
	Meetings & Decision Making	<ul style="list-style-type: none"> • How to run effective meetings • Agendas, minutes and processes • How to be a Chair • Decision making • AGMs and election support
	Supporting the Manager	<ul style="list-style-type: none"> • How to support the Manager • CEO performance reviews • CEO recruitment strategy • Aboriginal employment strategy
	Understanding Money Story	<ul style="list-style-type: none"> • Financial responsibilities • Understanding your income • Financial reports and budgets • How to organise an audit • Asset and grant registers
	Strategic Planning & Partnerships	<ul style="list-style-type: none"> • Community history and story of org • Organisational vision, mission & values • Strategic planning and monitoring • Two-way partnership development
	Compliance & Rulebooks	<ul style="list-style-type: none"> • Understanding and updating Rule Books • Membership and record keeping • Compliance and reporting
	Strong Systems & Managing Risk	<ul style="list-style-type: none"> • Mapping risk to community and service • Policies and procedures • Risk and change management strategies • Administration and IT systems

These 8 focus areas have been developed by AGMP based on:

1. *Experience:* Our experience of what are the key elements of good governance
2. *Demand:* the most commonly requested areas of support for organisations we work with
3. *Need:* Customer research (needs assessment surveys) we have conducted across the NT.

We are confident that these topics comprise the essential elements of good governance relevant to Aboriginal community controlled organisations. Furthermore, these topics are within the skills and experience of our staff and can be addressed with our current capacity.

What about help with other areas?

Occasionally, we will get requests for support in topics that we do not have the skills, experience or resources to address. For requests outside of these areas, we have identified referral pathways and partnerships with skilled experts who can assist. We are also open to exploring and addressing more topics and other aspects of good governance in future to reflect demand and as our capacity to do so increases.



How we do it

AGMP provides tailored support – unique to each organisation we work with. This means that when we begin working with an organisation, our team takes time to understand its history and unique needs, strengths and weaknesses. Together we prioritise areas for support and decide on best way to provide that support at a pace that suits everyone. We monitor and measure our progress and finally evaluate the effectiveness of our service and the outcomes achieved. This means that AGMP's work is unique and flexible with each organisation we work with. AGMP typically provides support through the following methods:

	Method of Support	What does that look like? (examples)
	Governance Health Check	We can work with your Board and Management to do a quick 'health check' of your organisation's governance. We provide a report and recommendations based on the results of your check-up. This process highlights the good work you are already doing, as well as areas that need fine tuning.
	Workshops	We can come to you, or meet at a location of your choice to deliver a workshop with Board members and other key people. Workshops can be as short as half a day, or multiple days long and are engaging and participatory. We can provide a general refresher or dive deep into a specific topic – it's up to you.
	1-on-1 mentoring	We will work with the Chairperson or CEO to help them with a specific aspect of governance. For example, we will meet with the Chair before a Board meeting, help them to prepare the agenda, discuss their facilitation style and desired outcomes for the meeting. We will observe them during the meeting, and provide feedback and tips for next time.
	Desk-based support	We can help prepare documents to support your organisation's governance – for example, a plain language version of your Rule Book, developing a reporting calendar, submitting applications to ORIC for changes to your membership list and other strategic, compliance and administrative support.
	Resources, tools and templates	We have lots of useful tools and templates – such as agendas, minutes and meeting notices. We also have plain language guides on useful things like how to run an AGM, how to make changes to your Rule Book, and how to do a CEO performance appraisal.
	Advice and Recommendations	Sometimes, all an organisation needs is a quick response to a simple question, or to talk something through. We can provide over the phone/email advice on most things!
	Referral, liaison and advocacy	We sometimes access help from lawyers, accountants, web designers and other skilled experts to help with specific requests. We are also happy to liaise with others on your behalf, or work together with them to help support you. This may include liaison with peak bodies, funding agencies, ORIC, auditors and accountants.

Contact the Aboriginal Governance and Management Program to find out more: info@agmp.org.au

Ph: 08) 8959 4623

www.aboriginalgovernance.org.au

Follow us! [@aboriginalgovernance](https://twitter.com/aboriginalgovernance)