



## **DOOR OF HOPE AUSTRALIA INC**

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## **DOHA GOVERNANCE POLICY**

### **1. Introduction**

Governance at Door of Hope Australia Inc. (DOHA) refers to the systems and processes that ensure the overall direction, effectiveness, supervision, and accountability of the organisation. While the Board of Directors (BD) holds ultimate legal responsibility, governance is a collaborative effort involving staff, volunteers, and stakeholders to ensure DOHA remains faithful to its Christian values and mission.

### **2. Purpose**

This policy clarifies DOHA's Constitution by defining the underlying principles of governance, the roles of the Board, and the relationship between the Board and management.

### **3. Principles of the Board**

- **Elective:** BD members are determined by the membership through a formal election process.
- **Representative:** Members must act selflessly in the best interests of DOHA, regardless of any individual constituency.
- **Collective:** Once a decision is reached, all members are required to support and uphold that decision publicly.
- **Diversity and Inclusion:** The BD is committed to a diverse composition (gender, age, and skill sets) to ensure a breadth of perspective in decision-making.

### **4. Board Terms and Succession**

To ensure continuity and stability within DOHA's leadership, the following rules apply to the duration of service:

- **Term Length:** Board members (including the Chairperson) are elected for a term as defined in the DOHA Constitution.

- **Consecutive Terms:** In accordance with the ACFID Code of Conduct, DOHA allows for indefinite consecutive terms for all Board members and the Chairperson of the Board (CB).
- **Documentation:** All terms of service, including the dates of election, re-election, and the number of consecutive terms served, must be formally recorded in the minutes of the Annual General Meeting (AGM).
- **Succession Planning:** While consecutive terms are permitted, the BD will periodically review its composition to ensure a healthy balance of "institutional memory" and new perspectives.

## 5. Core Responsibilities of the Board

The BD is responsible for the following non-delegable functions:

- **Strategic Direction:** Setting and reviewing the long-term vision, strategy, and values of DOHA.
- **Financial Oversight:** Ensuring solvency, approving the annual budget, and overseeing the annual external audit.
- **Risk and Regulatory Monitoring:** Reviewing the Risk Register, ensuring compliance with ACNC, ACFID, and DFAT standards.
- **Safeguarding Leadership:** Taking ultimate accountability for Child Safeguarding and the Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH).
- **Climate and Social Responsibility:** Considering the environmental and social impact of all activities.
- **Leadership Oversight:** Appointing, evaluating, and—if necessary—dismissing the CEO or Project Manager.

## 6. Relationship with Management

The Board focuses on strategy and policy, while management focuses on operations.

- **Operational Independence:** Management is responsible for the day-to-day implementation of projects within the approved budget and policy framework.
- **Reporting:** Management must provide the BD with timely, accurate, and clear information to enable informed decision-making.

## 7. Procedures for Effectiveness

- **Internal Controls:** The BD shall maintain a framework of internal controls and review their effectiveness every two years.
- **Risk Management:** The BD will maintain a standing Risk Register, reviewed at every Board meeting.

- **Professional Development:** BD members are encouraged to engage in continuous learning regarding non-profit governance.

## 8. Responsibilities of the Chairperson of the Board (CB)

The CB provides leadership to the Board and ensures its effectiveness. This includes:

- Developing and implementing organisational strategies for Board approval.
- Managing Board meetings and ensuring all directors are enabled to contribute.
- Keeping regulators (ACNC/ACFID) informed of material changes or incidents.

## 9. Dispute and Conflict Management

The BD is responsible for managing conflicts that may arise within the organisation. DOHA prioritises a culture of "Natural Justice," where all parties have a right to be heard in a fair and transparent process.

## 10. Policy Review

The DOHA Governance Policy will be reviewed every two years to ensure it remains consistent with the DOHA Constitution and the ACFID Code of Conduct.

Last Reviewed: 13<sup>th</sup> March 2026

Next Review: [Date + 2 Years]