



# Understanding and Reviewing Your Constitution

## Training Package Outline

When did you last review your constitution? Is it still fit for purpose? Does it help or hinder you in governing your service? We're here to help you think through these questions and support you as you consider updating your Constitution.

The package is designed for Boards of Directors, Committees of Management and Directors of Early Childhood Education and Care Services.

### The package consists of:

- 1.5 to 2hr Training Session
- 1.5 to 2hr Interactive Workshop (typically 2-4 weeks after the Training Session)
- Analysis of your existing Constitution and your required changes

### The Training Session will include:

- the function of a Constitution
- the governance context in which decisions are made
- applicable regulators including:
  - NSW Fair Trading (for Incorporated Associations and Co-Operatives)
  - ASIC (for Companies Limited by Guarantee)
  - ORIC (for Indigenous Corporations)
  - ACNC, The Australian Charities and Not-for-profits Commission
  - the Education and Care Services National Law
- best practice governance arrangements

### Workshop

The workshop is an interactive session where will explore your constitution with you and how it operates and assists or hinders you to manage the service. Our aim is to allow you to fully assess and consider any changes that may be appropriate. Further discussion about amendments can also take place after the workshop.

Our team are skilled at helping you understand your obligations and to teach you to how to make sure the Constitution is relevant and fit for purpose.

While we cannot write it for you or provide legal advice, we can give some ideas of what other incorporated associations have done and explain the legislative requirements.

## Delivery Mode Options

- Virtual
- Face To Face



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