

CHECKLIST

Improving Management Committee and Staff Relations

To develop a healthy working relationship between the Management Committee and staff, there are a number of steps to take.

- ✓ Establish clear boundaries between the role of Management Committee and the role of staff.
- ✓ Have written role descriptions for the Management Committee.
- ✓ Have written job descriptions, policies and procedures for staff management.
- ✓ Establish clear lines of communication with management.
- ✓ Consult staff on relevant issues, e.g. change in terms of employment; new strategy or development plan.
- ✓ Ensure supervision is provided to all staff.
- ✓ Ensure that the Chief Officer is clear about his or her role and relationship with the Management Committee.
- ✓ Explain the role of the Management Committee at staff induction.
- ✓ Provide opportunities for staff and Management Committee members to meet informally.