**Goulburn Murray Climate Alliance – Leadership/Performance Review Session**

**DRAFT Summary Notes -** 21/7/2022

**Facilitator:** Cath Botta

**Present:** Sharon Terry, Leigh Harrison, Cr Rohan Webb, Cr Rob Eldridge, Elyse Kelly, Carole Hammond. Apology Evelina Dudzinski.

**Draft objectives of the session**

* To reflect on the past 6 months as the Executive Committee; including our purpose, key achievements, and key strengths
* To provide feedback to the EO and the Executive Committee on performance
* To identify and clarify the critical issues and the key areas for improvement
* To identify the key actions and critical focus areas to work on

**Reflections on Achievements and key strengths**

**EO Role**

* Doing an exceptional job in a challenging time of change
* Linking and networking with other alliances has been excellent
* The Conference was a great event
* EO does well “herding cats”
* The fact that Carole is across it all gives me comfort and confidence
* The way Carole formats the agenda gives real clarity and focus
* Carole has a lot of energy and drive

**The Executive Committee**

* Show commitment and passion for what we are doing
* Keen to improve
* Fresh in our approach
* Strong understanding of Governance
* Keeping the group going forward and keeping things ticking along
* The new officer position in sustainable sub-divisions is a real achievement
* Pulling together our strategic agenda

**EO Performance – key areas for improvement**

**Communication with the Executive Committee**

* Email Communication with the Committee – needs to highlight the urgency/importance and the key ask upfront
* Monthly updates – enable access to the live document in our portal will enable committee members to check in when they need an update
* Administration Burden and Secretarial support – Chair and EO to work up some options for consideration; clearly highlight what is required and also check: is it all necessary? Can it be streamlined?
* Schedule more regular catch ups with the Chair of the Alliance (monthly) and the chair of the Committee (weekly)

**Communications with the Alliance**

* Categorise the communication needs of each role on the Alliance eg Councillor’s and staff, and then prioritise a communications option to meet their needs eg a Newsletter, Councillor space, Basecamp etc
* Members section with a Link to the dashboard report on the strategic plan progress on key actions and projects

**Executive Committee Performance – Key areas for improvement**

**Clarity on Roles and Responsibilities**

* Develop a charter for the Committee, that includes:
	+ Roles and Responsibilities and Guidelines on how we operate
	+ Delegations – clarity on areas that EO needs Committee approval/endorsement
	+ Roles and responsibilities of the chair
	+ Clearly outlines the alliance role in developing and endorsing the strategic plan and the committee’s role ensuring the EO annual plan aligns with the strategic plan and is achievable
	+ That it take on the mindset and ‘prestige’ of a board

**Monitoring Progress of key projects, programs and strategies**

* Consider using a dashboard reporting approach for reporting against the strategic plan and the progress of key projects and actions
* Link to the Members Section on the GMCA Website

**The role of Chair in Guiding and supporting the EO and the work of the committee**

* Set up weekly teams meeting between EO and Chair of the committee
* Lifing the profile of the Chair and the Executive committee
	+ Chairs report at alliance meetings
	+ Chairs report at Executive Committee meetings
* Facilitate informal meetings with the committee to build relationships – eg over a meal
* Develop a Position Description for the Chair role

**Actions**

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| **Action** | **Lead\*** |
| Administration Burden and Secretarial support – Chair and EO to work up some options for consideration; clearly highlight what is required and check: is it all necessary? Can it be streamlined? | Chair and EO |
| Develop a Charter & delegations document for the Committee | Chair |
| Develop draft dashboard for reporting against the strategic plan and enable a link in the alliance members web portal | EO |
| Develop a Position Description for the Chair role | Chair |
| Set up Weekly Zoom meeting between EO and Chair | EO and Chair |
| Chair report at Alliance and Executive Committee meeting | Chair |
| Facilitate some informal meetings with the Committee | Chair |
| enable access to the live EO Activities update document in Member’s web portal  | EO |
| EO Email Communication with the Committee to highlight the urgency/importance in subject line, and the key ask upfront | EO |
| Explore communication needs of the Alliance members | EO |

\*Lead to recruit assistants as required