

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

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**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
- Lifting 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

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