

## Governance at Glenfield Community Centre

Glenfield Community Centre Incorporated is a not-for-profit incorporated society with charitable status. The Society was established in 1977 to support the Glenfield and wider Kaipātiki community by providing access to spaces, services, information, referrals, community activity, and opportunities for connection.

The Centre is governed by a Governance Group, also referred to as the Board. The Governance Group is responsible for setting the Centre’s strategic direction, ensuring the organisation remains financially and legally accountable, overseeing risk, approving policy, and making sure the Centre continues to serve its community purpose.

The Centre’s mission, as set out in its Constitution, is:

*“To recognise and respond to the social, cultural, recreational and educational needs of the Community and find ways to meet these needs, with specific recognition for those who have the least opportunity to participate in decision-making in the community.”*

The Governance Group works to ensure that the Centre remains focused on its core purpose: supporting and enhancing community life by making space, services and resources available to individuals, families, groups, and organisations that meet community need.

### **Governance and management:**

The Governance Group is responsible for governance, not day-to-day management. Its role is to set direction, approve policy, monitor performance, manage organisational risk, and ensure the Centre meets its legal, financial, health and safety, employment, and charitable obligations.

Day-to-day operation of the Centre is delegated to the Centre Manager and staff. This includes room hire, administration, finance processing, maintenance coordination, communications, grant support, tenant relationships, events, and customer service.

This separation helps ensure that the Board can focus on long-term stewardship, while staff are able to manage the Centre’s daily operations efficiently and responsively.

### **Governance structure:**

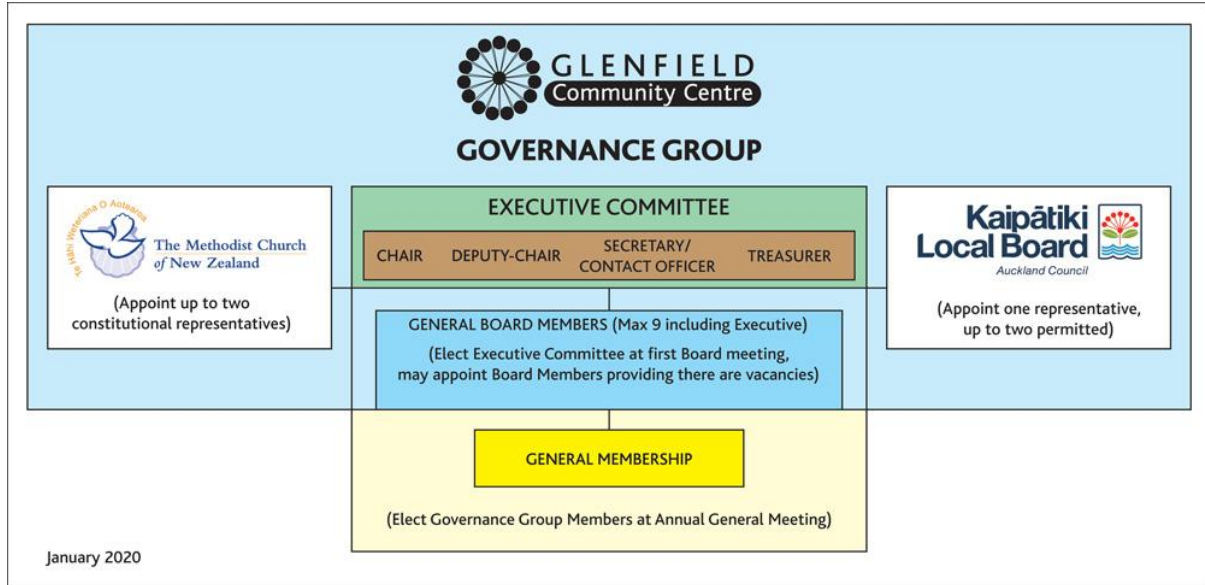
The Governance Group includes elected members of the Society, representatives appointed by the Methodist Church of New Zealand, and representatives appointed through Auckland Council / the Kaipātiki Local Board, as provided for in the Centre’s Constitution.

The Board includes four officer roles:

- Chair
- Deputy Chair

- Secretary
- Treasurer

These roles help support effective governance, meeting management, financial oversight, constitutional compliance, and communication between Governance and Management.



**Accountability and legal responsibilities:**

Glenfield Community Centre is governed in accordance with its Constitution, the Incorporated Societies Act 2022, the Charities Act 2005, and other relevant New Zealand legislation.

The Governance Group is responsible for ensuring that the Centre:

- acts in line with its charitable and community purposes;
- remains financially sustainable;
- manages risk appropriately;
- maintains appropriate policies and procedures;
- meets its health and safety obligations;
- treats staff, volunteers, hirers, tenants, members, and visitors fairly and respectfully;
- reports appropriately to members, funders, Auckland Council, Charities Services, and other relevant agencies; and
- remains accountable to the community it was established to serve.

**Strategic direction:**

The Centre’s current strategic direction is guided by its vision:

*“Ko te Hapori tō mātou Pokapū — Community is at our Centre.”*

The Centre's strategic focus is to support and enhance community life by making space available, supporting community use, building relationships, and responding to identified community needs.

Its strategic priorities include:

- supporting community relationships;
- developing internal capacity and capability;
- maintaining financial viability;
- improving the Centre's facilities and long-term resilience;
- building connections with organisations that share similar values; and
- ensuring the Centre remains accessible, welcoming, and relevant.

### **Values and community purpose:**

The Centre's values are grounded in community support, responsiveness, access, connection, and accountability. The Centre seeks to:

- support the Glenfield and wider Kaipātiki community;
- provide services that respond to need;
- build connections with organisations that share similar values;
- provide space for community activity;
- support participation and inclusion; and
- remain accountable to its members, stakeholders, funders, and community.

### **Board conduct and conflicts of interest:**

Governance Group members are expected to act honestly, fairly, ethically, and in the best interests of the Centre. Board members are required to disclose actual, potential, or perceived conflicts of interest and to manage those conflicts appropriately.

When in doubt, Board members are expected to disclose.

### **Health, safety and risk:**

The Governance Group has oversight of health and safety, risk management, financial sustainability, and organisational resilience. Governance is not responsible for every operational detail, but it is responsible for ensuring that appropriate systems, policies, reporting, and resources are in place.

### **Membership and participation:**

Members of Glenfield Community Centre Incorporated help provide the Society's community mandate. Members may attend general meetings, vote in accordance with the Constitution, and participate in the democratic processes of the Society.

The Governance Group is elected and appointed in accordance with the Constitution. The Annual General Meeting provides a regular opportunity for reporting, accountability, election of governance members, and member participation.

**Further information:**

The Centre's Constitution, Certificate of Incorporation, Annual Reports, public policies, and venue hire documents are available through this website. Questions about governance, membership, policies, or public documents may be directed to the Centre Manager ([manager@gcc.net.nz](mailto:manager@gcc.net.nz)).