

ANGLICAN CHURCH OF AUSTRALIA  
DIOCESE OF WILLOCHRA



REGULATION EIGHT  
THE  
WILLOCHRA HOME

*Adopted May 2005*

Pages	Last Amended
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## THE WILLOCHRA HOME

1. The Willochra Home is a Hostel for the aged and is a community service of the Synod of the Anglican Church of Australia in the Diocese of Willochra Incorporated. The object of the Home is to provide care and support for aged people in the Diocese always reflecting Christian values and ideals. The Willochra Home is an affiliate of Anglicare Willochra.

## THE BOARD OF MANAGEMENT

2. The Board of Management of the Home shall consist of twelve persons
  - (1) The Residential Care Manager
  - (2) The Registrar of the Diocese of Willochra who shall be the Finance Officer of the Home.
  - (3) Two persons appointed by the Bishop after the first session of each Triennial Synod
  - (4) Six persons, one of whom shall be a member of *the Committee of Management of Anglicare Willochra*, appointed by the Diocesan Council at its first meeting after the first session of each triennial Synod.
  - (5) One member of the Willochra Home staff elected by the staff in March each year.
  - (6) One member of the Auxiliary elected by the Auxiliary in March each year.
3. The Chair shall be appointed by the Bishop from amongst the members of the Board. If the Chair is not present at any meeting of the Board the members shall elect one of their number to preside at such meeting.
4. A quorum shall consist of five members.
5.
  - (1) Appointed members of the Board shall hold office until their successors are appointed.
  - (2) Elected members of the Board shall hold office until their successors are elected.
6. Any vacancy occurring in the Board shall be filled by the body or person who appointed or elected the retiring member.
7. A vacancy shall be deemed to occur when a member of the Board fails to attend three consecutive meetings of the Board without leave of absence

## **POWERS AND DUTIES OF THE BOARD**

8. The Board shall meet at least six times each year at the time and place of its own determining. Minutes of all proceedings of the Board shall be kept, and shall be held at the Diocesan Office and shall be available for inspection by any member of the Board or of the Diocesan Council at any reasonable time.
9. The Board shall appoint a Secretary.
10. The Board shall be responsible for the proper conduct and management of the Home in accordance with Federal and State Legislation and shall report to the Synod each year.
11. The Board shall appoint the Residential Care Manager in consultation with the Bishop and Registrar.
12. The Board may appoint an Assistant Residential Care Manager in consultation with the Residential Care Manager.

## **MANAGEMENT OF THE HOME**

13. The Residential Care Manager shall appoint all staff other than the Assistant Residential Care Manager. All such persons shall be employed under the terms of the relevant award.
14. The Residential Care Manager shall report to each meeting of the Board concerning the day to day affairs of the Home.
15.
  - (1) The financial affairs of the Home shall be administered by the Synod.
  - (2) The Board shall prepare a Budget each year for submission to Synod.
  - (3) The Board shall determine the fees to be paid by the residents.
16. Financial appeals for the Home shall be subject to the approval of the Diocesan Council.

## **THE VISITOR**

17. The Visitor of the Home shall be the Bishop of Willochra who shall have the right to attend, speak and vote at meetings of the Board.

**AUXILIARY**

18. The purpose of The Willochra Home Auxiliary is to support the residents, staff and management of The Willochra Home by fund raising and by voluntary assistance in care for the residents. The Auxiliary shall be accountable to the Board of Management. (See Appendix).

**DISSOLUTION**

19. In the event of winding up or dissolution of the Home any assets or property remaining after the satisfaction of all liabilities shall be transferred to some institution which is a public benevolent institution for the purposes of the Commonwealth Income Tax Law or to any of the funds, institutions or authorities within the provisions of Section 78 (1) (a) of the Income Tax and Social Services Contribution Assessment Act.

**APPENDIX**

Rules for The Willochra Home Auxiliary

**APPENDIX ONE**

The Synod of the Anglican Church of Australia in the Diocese of Willochra Incorporated

***RULES for The Willochra Home Auxiliary  
operating as***

***“Friends of The Willochra Home”***

(Last Amended : 20 March, 2007)

- PURPOSE** To support the residents, staff and management of The Willochra Home by voluntary assistance in care for the residents and by fund raising.
- AIMS**
1. To take an interest in The Willochra Home and to render assistance in a voluntary capacity.
  2. To encourage members of other churches and the community to support The Home.
  3. To raise moneys towards the cost of equipment, furnishings and ongoing expenses.
- MEMBERSHIP** Membership is open to any concerned member of the community who wishes to support The Willochra Home and has enrolled as a Friend.
- OPERATING PRINCIPLES** Friends will meet informally with the Assistant Residential Care Manager (ARCM), on a monthly basis. As a general rule, the business and activity of Friends will be informal.
- ACCOUNTABILITY** Friends of The Willochra Home shall be accountable to the Board of Management of the Home.  
The ARCM will record any decisions taken from time to time with respect to formal fundraising activities.  
Friends shall elect a Treasurer who shall keep account of moneys raised through fundraising activities and present the books for audit in July of each year.
- ANNUAL GENERAL MEETING** The Chairman of the Board of Management shall convene a formal Annual General Meeting in July of each year.  
At the Annual General Meeting the Friends shall elect a person to be treasurer for a term of one year and two other persons to be signatories (two of the three to sign).
- FINANCE** Funds raised by the Friends shall be banked in the name of The Willochra Home Auxiliary (ABN 13 438 908 357)
- RULES** Any change of Rules shall be adopted by a formal general meeting of the Friends and approved by the Board of Management before coming into effect.

*Adopted by a meeting of Friends : 20<sup>th</sup> March, 2007*

*Approved by The Board of Management : 20<sup>th</sup> March, 2007*