Modification history

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| Release | Comments |
| Release 1 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0. |

| AHCCCF4X4 | Contribute to association governance |
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| Application | This unit of competency describes the skills and knowledge required to monitor association activities and contribute to association governance.  The unit applies to individuals who apply specialist skills and knowledge to contribute to association governance. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Community Coordination and Facilitation (CCF) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Monitor association activities | 1.1 Monitor activities undertaken by group to ensure association objectives and constitution are being adhered to and resolutions of meetings are being followed  1.2 Note variations from expected standards and take immediate routine action |
| 2. Identify opportunities, threats and risks | 2.1 Identify opportunities for the group to contribute to group objectives  2.2 conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis  2.3 Identify threats and risks to group activities and ongoing operation  2.4 Submit the SWOT analysis and make recommendations to the committee |
| 3. Participate in board or committee meeting | 3.1 Review agendas and meeting papers before meetings  3.2 Submit agenda items and reports as required  3.3 Attend meetings and discuss issues on the agenda  3.4 Establish and maintain communications with other members to ensure competent management of group affairs  3.5 Take actions and report on commitments made at meeting |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Identify and interpret information regarding association objectives and governance |
| Writing | * Use clear language and accurate industry terminology and logical structure to prepare and submit SWOT analysis, and meeting agenda items and reports |
| Oral communication | * Initiate discussions with board or committee meeting members, using clear language and standard industry terminology to discuss issues on agenda |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AHCCCF4X4 Contribute to association governance | AHCCCF404 Contribute to association governance | Changes to unit application  Major and minor changes to performance criteria  Foundation skills added  Major and minor edits to performance and knowledge evidence and assessment conditions | Not equivalent |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72> |

| TITLE | Assessment requirements for AHCCCF4X4 Contribute to association governance |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must evidence that the individual has contributed to association governance on at least one occasion and has:   * contributed to association governance * monitored association governance by reviewing or monitoring association constitution, meeting procedures, finances, staff management, legislative compliance, ethical conduct and community consultation, to ensure: * association objectives and constitution are being adhered to * resolutions of meetings are being followed * finances are properly managed * employees are managed and volunteers are appropriately supervised * legislative requirements are being met * ethical requirements are being met * group operations and approaches are sensitive to and inclusive of community and sections within the community * conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis for association operations * participated in board or committee meetings. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * requirements of relevant legislation * interpretation of basic financial statements * aims and activities of programs * SWOT analysis techniques * meeting procedures for committee and member meetings * objectives, rules and constitution of association * basic management practices * community goals and plans * corporate governance legislation and codes of practice. |

| Assessment Conditions |
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| Assessment of the skills in this unit of competency must take place under the following conditions:   * physical conditions: * a workplace setting or an environment that accurately represents workplace conditions * resources, equipment and materials: * association objectives and rules, committee meeting agenda and papers * computer hardware and software * relationships: * board or committee members.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and  training legislation, frameworks and/or standards. |

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