

Sydney Diocesan Services

Member Learning and Development Policy

Introduction

1. Sydney Diocesan Services (“SDS”) is committed to maintaining the highest governance standards. Under the *Governance Policy for Diocesan Organisations*, SDS expects that members will undertake ongoing learning and development that is relevant to their role as a member.

Scope

2. This Policy applies to members of SDS.

Policy

3. Members are responsible for ensuring that their skills and knowledge, with respect to their role as a member of SDS, remain current.
4. SDS requires all members, as a minimum, to –
 - a. undertake the Australian Institute of Company Directors’ (AICD) *Foundations of Directorship* 3-day course within their first term of appointment (or a comparable course approved by SDS), if they have not already done so prior to becoming a member, and
 - b. undertake ongoing professional development each year as prescribed by, or comparable to that prescribed by, the AICD for its members – which involves 60 units of Director Professional Development (‘DPD’) over each rolling three year cycle (1 hour equals approximately 5 DPD units),noting that a member may have other qualifications or experience that renders the undertaking of this course unnecessary.
5. Members may undertake the AICD *Company Directors* 5-day course instead of the 3-day course, subject to the arrangements referred to below for partial reimbursement of the cost of this course.

Collective member development

6. The SDS Nomination and Remuneration Committee (Committee) is responsible for overseeing learning and development programs for members of SDS.
7. The Committee will review and recommend to SDS any learning needs for members collectively, such as learning opportunities identified through a board performance review, or as identified in the board skills matrix.
8. SDS is responsible for approving proposals for collective member learning and development.

Individual member development

9. A member who considers that an event, program or course would enable them to meet the minimum development requirements under this policy or otherwise provide learning and development which would be beneficial to them in undertaking their role, and who wishes to seek SDS’s financial support for the same, may discuss the proposal with the Chair.
10. The Chair may also initiate a discussion with members individually from time to time about learning and development opportunities.
11. Where the member is the Chair, such a proposal for learning and development should be discussed with the Deputy Chair or, if there is no Deputy Chair, with the Chief Executive Officer.
12. If the Chair, Deputy Chair or Chief Executive Officer (as the case may be) supports the proposal, the member may request that SDS cover the cost.

13. Members who sit on other boards, particularly those boards that are in a position to make provision for member learning and development, are encouraged to use their discretion when asking SDS to fund a development opportunity.
14. However, it is recognized that not all members will have equal access to director development opportunities in the ordinary course. It is also recognized the requirements of this policy should not be an undue impediment to a person becoming or remaining as a board member.

Meeting the cost of member development

15. Subject to the matters in 9-14 above, SDS will usually take the following approach in considering a member's request to meet the cost of their learning and development.
16. In relation to a request to enable a member to meet the minimum learning and development requirements under this policy -
 - a. SDS will cover the cost of the AICD Foundations of Directorship 3-day course, if the course is procured by SDS for diocesan boards or, as an alternative, will reimburse a member up to the price of the last 3-day course procured by SDS, if the member chooses to attend an AICD Company Directors' course (or an approved comparable course) externally, and
 - b. SDS will meet the cost of the necessary ongoing professional development.
17. SDS will consider covering or subsidising the cost of any other learning and development opportunity for an individual member (including necessary incidental expenses, such as travelling expenses), or the membership fee for the AICD (or other comparable body) on a case by case basis.
18. In considering whether to approve covering such a cost, SDS will take into account –
 - a. Budgetary priorities
 - b. Relevance to the member's role
 - c. Support from the Chair, Deputy Chair or Chief Executive Officer (as the case may be).
19. The Chief Executive Officer will ensure that the annual budget for SDS includes an appropriate allowance to meet the expected costs under this policy.

Records and review

20. The Secretary of SDS will circulate the Member Learning and Development Policy prior to a Nomination and Remuneration Committee meeting, to remind members of the requirements of the policy.
21. Members are requested to maintain a record of their professional development each year.
22. The Nomination and Remuneration Committee will review the policy at least annually.

Policy Status –

Date	Comments
18 September 2019	Board Approval
August 2020	Board approved amendments
June 2023	Board approved amendments
February 2024	Board approved amendments