



The  
Breakthrough  
Office.™

# Key Personnel NFP Governance

Presented by Anna Fitzgibbon

w: [www.thebreakthroughoffice.com.au](http://www.thebreakthroughoffice.com.au)



The  
Breakthrough  
Office.™

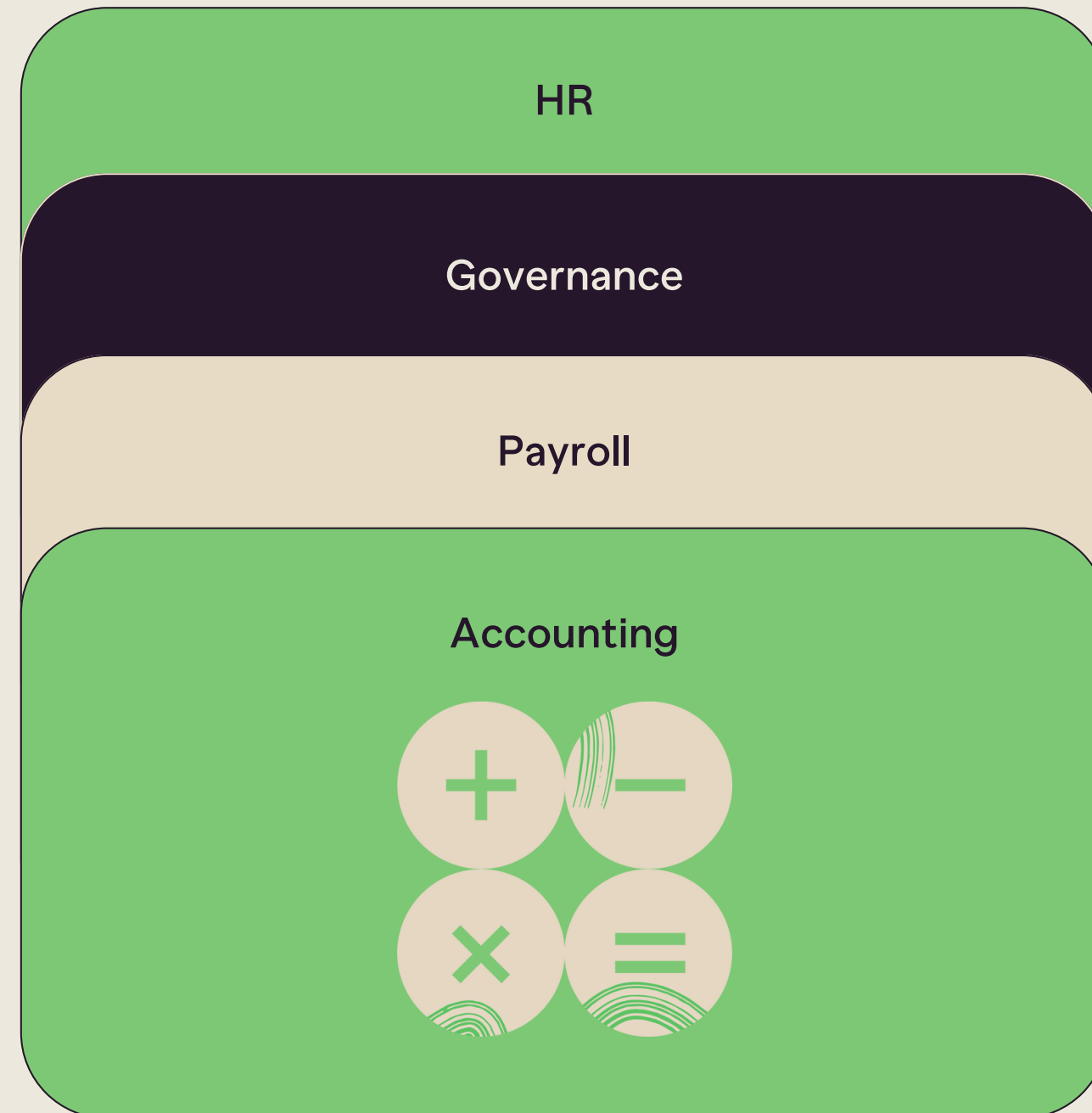
**I acknowledge and pay respect to the Traditional Owners, to their Elders past and present, and to their Cultures throughout Australia. I recognise the First Nations Peoples' custodianship over deep time, and connection to lands, waters, and communities.**



# Introduction to The Breakthrough Office

Our Services

The  
Breakthrough  
Office.™



The  
Breakthrough  
Office.™

# Anna Fitzgibbon

Executive | Governance & Compliance



Working to release clients from onerous and time-consuming in-house functions, to enable them to achieve strategic goals and make informed decisions.

The Breakthrough Office

# Breakthrough solutions for Not-for-Profits.

Outsourced accounting, governance, human resources, and payroll solutions – under one roof.

Reach Out →



An abstract graphic on the left side of the page consists of several overlapping shapes in shades of green and beige. There are two large green circles, one of which is partially covered by a beige circle with diagonal lines. A large green rectangle is positioned diagonally, overlapping the circles. Another green shape, resembling a semi-circle or a wedge, is also present. The overall composition is dynamic and modern.

# Content

Key Regulators

---

Role of Your Board

---

Executive Functions

---

The Company Secretary

---

TBO Launch

---

Conclusion

# Why is understanding key role/s integral for NFP Governance?



Commissioner's Column - 22 February 2024

“It's heartening to see that many...are proactively addressing these challenges. By diversifying their boards and implementing robust policies and procedures, they're fostering effective governance practices essential for long-term success.”

The  
Breakthrough  
Office.™



# Key Regulatory Bodies

The  
Breakthrough  
Office.™



ACNC

ASIC

State  
Based



# The Board

## Mission and Purpose

---

The board is responsible for articulating our mission, accomplishments, and goals to the public. Ensuring that our mission is clear and reflects the core purposes of the organisation is fundamental to our success.

## Financial Management and Reserves

---

Legal and ethically responsible for reasonably ensuring your NFP:

- Can pay its debts as and when they become due; and
- Has financial statements and notes that give a true and fair view.

## Legal Duties

---

Acting in good faith and for a proper purpose; acting with care, skill and diligence; not misusing information or position; and managing conflicts.





# Meet the Executive Team

## **CEO**

Responsible for implementing the strategic goals and mission, in operational workflows. The CEO oversees all day to day operational aspects, and reports into the Board on a periodic basis.

## **CFO**

Fulfils the day-to-day accounting oversight functions, to allow the Board to make informed, strategic decisions. This role is the value-add piece for the accounting function of the organisation.

## **COO**

Plays a crucial role in managing the organisation's daily operations, through leadership of the administrative and operational functions.

## **Management**

Department and program leads who are responsible for subsets of the organisation. The size of the organisation will determine if this role is part of the Executive Team.

# Corporate Secretary

1

Record Keeping and  
Compliance

2

Board Meeting  
Life Cycle

3

Policies and Procedures

The Breakthrough Office Launch

# Corporate Secretarial



Outsourced Corporate Secretarial support, exclusively for Not-for-Profit organisations.



Creation and ongoing development of governance and compliance documents including: policies; procedures; registers; and other documents relevant to the life cycle of the Board.

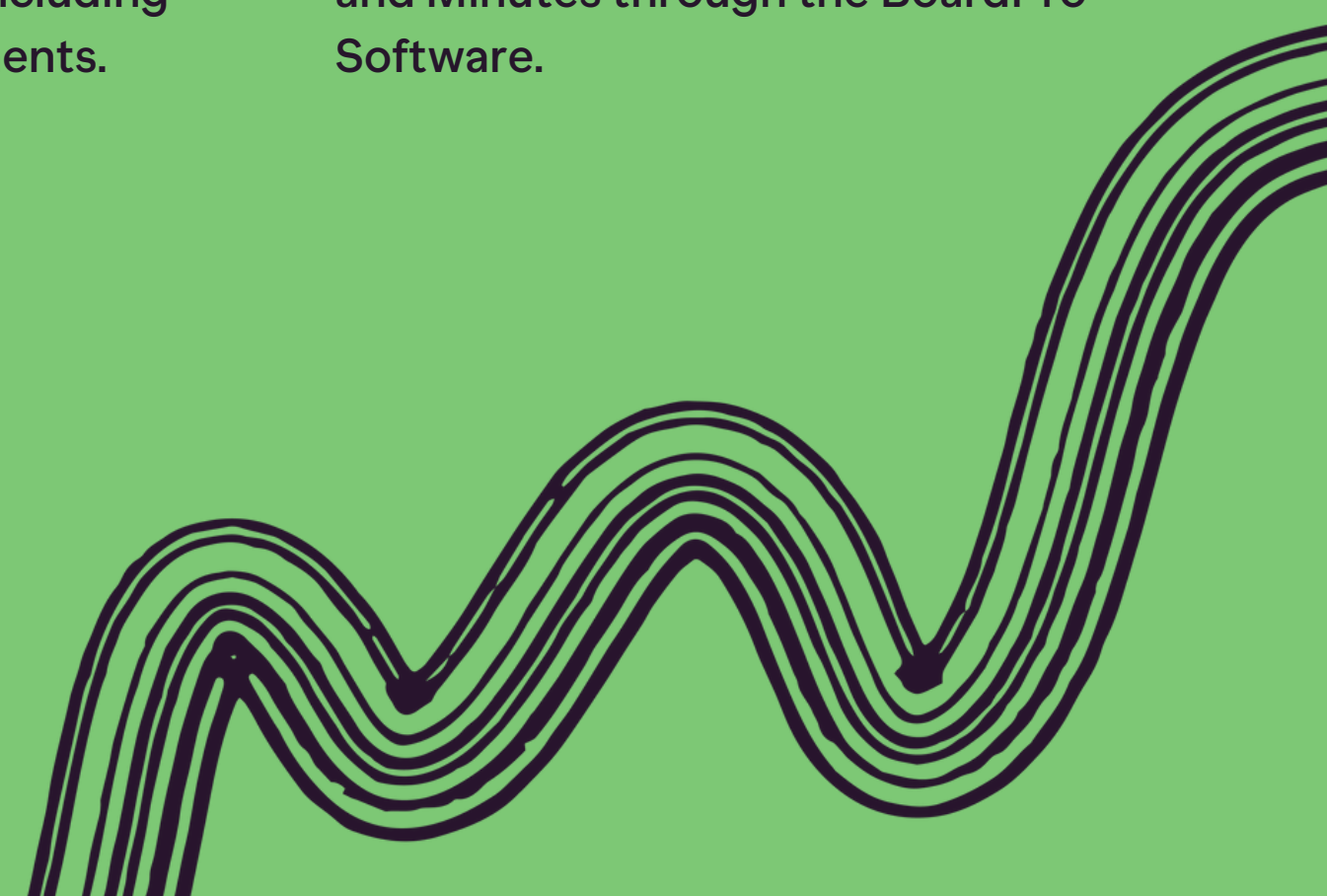


Drafting and lodging key regulatory reporting deliverables, including ASIC and ACNC lodgements.



Preparing Agendas, Board Packs, and Minutes through the BoardPro Software.

The  
Breakthrough  
Office.™



# Conclusion

The Breakthrough Office.™

w: [www.thebreakthroughoffice.com.au](http://www.thebreakthroughoffice.com.au)

For more information read our blog on the role of the Corporate Secretary:

<https://www.thebreakthroughoffice.com.au/insights/the-crucial-role-of-the-corporate-secretary-in-ensuring-smooth-corporate-governance/>

