



Winchelsea Community House Inc. A6247K

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Auspice for Community Groups

What is auspicing by Winch House?

Winchelsea Community House Inc. (Winch House) is an incorporated organisation which can act as the host of a non incorporated community group. This is called an 'auspice' arrangement.

As a legal entity, Winch House can undertake the following activities for community groups:

- sign a legal contract, funding or service agreement
- receive and disperse funds on behalf of your group
- provide public liability insurance for approved activities, and
- provide contents insurance for items stored on our premises.

Winch House will act as banker for the finances of an auspiced group. The insurance company sees this as proof that the group is genuinely part of Winch House.

This auspice arrangement can be

- a) short term to complete a project
- b) permanent ongoing
- c) temporary while the group becomes established

Each auspice agreement will need to be negotiated between Winch House and the applicant group and a memorandum of understanding will be developed.

The following information may be helpful if your group is considering requesting an auspice agreement with Winch House.

How can a group apply for an auspice agreement?

1. Contact Winch House and discuss your group's project or activities with the Winch House Manager.
2. Prepare a written submission to the Winch House Committee of Management stating the purpose of the group, proposed activities, why you require auspice, the groups organisational structure and contact details . This submission will be presented by the Winch House Manager (a representative of the group may be requested to address the Committee of Management in person regarding the submission)
3. A written response will then be forwarded to the group to advise if the application has been successful, the reasoning if refused or further information if required.

If the auspice is approved....

In accepting auspice of the group, Winch House accepts the resulting relationship with its financial and legal responsibilities. Winch House therefore has the following expectations:

1. The group is required to work with the Winch House Manager to finalise a Memorandum of Understanding, setting out the expectations of both parties and their roles and responsibilities. This is then presented to the Committee of Management for approval.
2. Monies raised by the group will be held in the Winch House account as a separate entry. The group will not be able to commit more money than they have in hand, without Winch House Committee of Management approval.
3. The group will be required to submit an annual report for presentation at the AGM and a member of the group must be present at the AGM.
4. The group facilitator/coordinator is required to maintain regular contact with the Winch House Manager, informing of any future financial obligations and any significant upcoming commitments.
5. The group can raise money or apply for outside grants using the Winch House incorporation number, ABN and public liability insurance. The group will provide a copy of any applications to the Winch House Manager.
6. The group will prepare an annual plan outlining strategic directions and future endeavors for the coming year.
7. Groups must maintain a file containing all correspondence, minutes and other relevant papers, which can be viewed by the Committee of Management or Manager upon request.
8. The group will operate at all times in accordance with the Winch House Statement of Purpose and mission statement and using the Auspice Group flow chart as a reference. (These forms are attached for your perusal)
9. Winch House will provide orientation for the group regarding risk management planning, financial requirements, privacy and confidentiality, duty of care regarding Auspice groups, security procedures and administration responsibilities.
10. Each group will be provided with an Auspice pack, providing them with the necessary information upon approval from the Committee of Management.

AUSPICE GROUP INFORMATION PACK....

Statement of Purpose
Privacy and Confidentiality Statement
Risk Management Plan
Winch House Organisational Structure
Public Liability Insurance Handbook
Draft copy of Memorandum of Understanding

Mission and Vision Statement
Flow Chart
Injury/incident/hazard forms