

RESIGNATION AND RETIREMENT POLICY

Policy number	P2 V1 Feb21	Version	1
Previous Policy number		Approved by Board Executive	20 February 2023
Responsible person	Governance Committee	Scheduled review date	20 February 2024

PURPOSE

The National Rural Women's Coalition (NRWC) is committed to creating a working environment that encourages directors and contractors to remain with the organisation until their term is served or contract completed.

This policy sets out directors' and contractors' obligations where their term ends by reason of their resignation or retirement from the National Rural Women's Coalition.

This policy also sets out processes to be followed by NRWC and directors/contractors who are ending their engagement by reason of resignation or retirement.

SCOPE

This policy applies to all directors and contractors of NRWC unless otherwise specified.

POLICY

When a director or contractor resigns or retires from NRWC the Director is entitled to be paid any outstanding claims, provided they are approved by the board and evidence is provided.

Feedback from directors and/or contractors retiring from the NRWC can provide valuable information on their perception of NRWC and the way it is managed.

Contractors who are resigning or retiring from their engagement may be invited to attend an exit interview. The President will undertake this process under direction from the board with the support of the Company Secretary.

Each retiring Director and/or Contractor will complete the NRWC Exit Checklist which will then be signed by the exiting/retiring director/contractor and the President.



RESPONSIBILITIES

NRWC Board will ensure that:

- All directors and contractors are aware of this policy and related procedures
- Retiring directors/contractors receive a letter recognising their contribution to NRWC
- Monies owed are paid to retiring directors, provided appropriate documentation has been received and approved by the board
- Where appropriate, resignations and/or retirements are accompanied by an exit interview, at the discretion of the board
- All paperwork and documentation is completed to ensure directors and/or contractors receive any monies owed upon their term ending
- All property of NRWC in the resigning or retiring Director and/or contractor's possession must be returned to the NRWC.

Directors and/all contractors are responsible for ensuring that they:

- Are familiar with the contents of this policy
- Provide the required amount of notice of termination of employment in accordance with the constitution and/or policies, procedures and contracts
- Return all NRWC property including materials, official identifications and stationery and electronic files
- Submit all outstanding claims with supporting material within one month of resignation or retirement.
- Complete all outstanding reports, acquittals and documentation within one month after resignation or retirement.

PROCESSES

Notice

Any director and/or contractor wishing to resign or retire must provide written notice of their intent to resign or retire to the Company Secretary. The letter must state the proposed date of resignation or retirement. The contractor must give notice in accordance with their contract of employment.

The Company Secretary will table the letter of resignation or official notice of retirement at the next appropriate board meeting.

The Director's resignation is deemed effective upon receipt of resignation letter by the Company Secretary.

In the event that a director and/or contractor wish to withdraw their resignation, NRWC is under no obligation to accept the withdrawal.

A contractor may not withdraw their resignation or retirement after the expiry of the notice period.



Payments on termination of employment

Under the direction of the NRWC Board, the finance officer will arrange for a final payment of all monies owed to the Director and/or the contractor.

This final payment will be made, provided the following have occurred:

- All NRWC property and documentation has been returned
- All reimbursement claims with supporting documents have been submitted and approved by the board
- The exit checklist has been completed and signed by the exiting Director and/or contractor and the NRWC President and/or Company Secretary.

Where a contractor requests early release from the notice period, and the NRWC board agrees it, payment is made only for the time worked.

Exit interviews

An exit interview may be requested. Any information obtained from a director and/or contractor who is resigning or retiring will be recorded in writing.

RELATED DOCUMENTS

- Exit Check list

Authorisation

Signature of Board Secretary:

Date of approval by the Board:
National Rural Women's Coalition Ltd