# COMPANY PROFILE AND STRUCTURE – SAMPLE TEMPLATE

## Our Mission / Our Purpose

Outline why you exist – what your organisation is trying to achieve

## Our Philosophy

Some key points to consider to include:

* Person Centred
* Uphold human rights
* Accessible service
* Accountability
* Dignity and respect
* Balancing duty of care and a person’s right to self determination
* Active involvement of participants in planning and reviewing their supports and services
* Acknowledging and working with an advocate or appointed decision maker of the participant’s choice
* Acknowledgement of the cultural diversity and needs of participants
* Sensitivity to the needs of vulnerable participants
* Seek and respond to feedback and complaints
* participant engagement: seek involvement from participants and service users in strategic planning

## Our Values

List your values and outline what they mean to you

## Our Ethics

Refer to your professional Code of Ethics and other documents including NDIS Code of Conduct.

## Our Services

Outline the supports and services you provide

## Our Funding Bodies

List your funding bodies e.g. NDIS, DVA, WorkCover

## Our Structure

Insert an Organisation Chart – if you are a small business include who your external advisors e.g. accountant, marketing consultant, quality management consultant. For larger businesses include your Board Members

Show the lines of reporting

## Our Meeting Structure

List the types of meetings you have e.g. Management, Clinical, Administrative. Inserting them into a table may be useful.

State who the meeting organiser is or the Chair, the frequency of meetings: Create templates for meetings appropriate to the needs of the meeting: Refer to sample agendas provided.

Reference where Agendas and Meeting Minutes are stored.

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| --- | --- | --- | --- |
| Meeting Name | Organiser/Chair | Frequency of Meeting | Place of Storage of Agendas and Minutes (Insert electronic directory of file) |
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