

Position Statement: Board Chair

Governance

- Provide leadership to the organisation
- Ensure [in partnership with the Board] that the organisation's objectives, goals and mission are being followed
- Ensure [in partnership with the Board] that the organisation develops in the appropriate direction
- Ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion

Meetings

- Ensure that appropriate standing orders are in place
- With the Secretary, prepare the agenda in advance of the meeting
- Chair Board meetings according to Standing Orders
- Rule on issues of meetings procedure not covered in the Standing Orders
- Report to the Annual General Meeting on the situation of the organisation
- Chair General Meetings according to Standing Orders

Administrative and management

- Chair the Executive Committee between Board meetings
- Assign [in partnership with the Board] administrative duties to Board members
- Personally carry out administrative duties as assigned
- Manage the business of the Board
- Manage the recruitment, induction, and training of Board members [in partnership with the Board]
- Manage the organisation's grievance procedures
- Manage [in partnership with the Board] the succession of the position of Chair

Media

- Under the organisation's Media Policy, serve as spokesperson for the organisation as appropriate

Promotion

- Promote the organisation in the community as opportunities arise

Negotiation

- Serve [as nominated by the Board] in negotiation with other organisations

Legal

Ensure that

- the modes of performance of all legal requirements are featured in the procedures manual,
- the performance of all legal requirements is reported to the Board, &
- the performance of all legal requirements is fully documented.
- Ensure that all legal requirements are met

Finance

- With the Treasurer, ensure the organisation's financial control procedures are adequate and that suitable risk management strategies are in place

Other duties

- As for Board members (below)

Position Statement: Board Treasurer

Governance

- Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
- Advise the Board on matters of finance
- Advise the Board on fundraising
- Ensure that appropriate financial policies and procedures are in place and fully documented.

Meetings

- Report to the Board at each meeting on the financial situation of the organisation
- Report to the Board at each meeting on variances from the approved budget
- With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting
- Report to the Annual General Meeting on the financial situation of the organisation

Administrative and management

- Serve on the Executive Committee between Board meetings
- Personally carry out financial duties as assigned
- Oversee the organisation's bookkeeping
- Ensure the organisation's financial records are adequate, protected, backed up, and accessible
- Oversee the organisation's banking

Finance

- Ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- Ensure that risk management strategies (including appropriate insurances) are in place
- Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation
- Oversee the organisation's investment strategy and report to the Board
- Assist in preparing the budget for the coming year

Legal

- Ensure the organisation's compliance with all applicable tax arrangements

Other duties

- As for Board members (below)

Position Statement: Board Secretary

Governance

- Ensure the preparation and adoption of appropriate Board policies

Planning

- Ensure that appropriate standing orders are in place

Meetings

- Organise the venue for Board meetings
- With the Chair, prepare the agenda in advance of each Board meeting
- Organise meeting papers for distribution well before the meeting
- Take minutes at each Board meeting and circulate to Board members
- Take minutes at each General Meeting and circulate to members of the organisation

Administrative and management

- Serve on the Executive Committee between Board meetings
- Serve on Board committees as required
- Maintain a register of members
- Handle the procedures for the admission of new members
- Handle the procedures for the resignation of members
- Handle the procedures for the discipline, suspension, and expulsion of members
- Organise General Meetings and notify members in advance
- Receive nominations for positions on the Board
- Keep in their custody all books, documents and securities, and make them available to members as requested
- Liaise with relevant regulators
- Personally carry out administrative duties as assigned by the Chair

Media

- Ensure preparation and adoption of a Media policy

Promotion

- Promote the organisation in the community as opportunities arise

Negotiation

- Serve [as nominated by the Board] in negotiation with other organisations

Other duties

- As for Board members (below)

Position Statement: Ordinary Board Member

General

- On being elected to the Board, undertake induction and training procedures as provided by the Board

Governance

- Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only
- Comply with the rules, policies, and standing orders of the organisation

Planning

- Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)

Meetings

- Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- Where Board papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

Administrative and management

- Serve on Board committees as required
- Review and approve the organisation's systems for financial control and risk management
- Undertake administrative duties as required
- Understand the organisation's finances (including solvency)

Media

- Make comments to the media only as provided in the organisation's Media Policy

Promotion

- Promote the organisation in the community as opportunities arise

Fundraising

- Participate enthusiastically in any fundraising approved by the Board

Legal and ethical

- Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
- If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue
- If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure
- At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus