Example position description

**Organisation:**

**Location:**

**Role:** Board Member

**Classification:** Volunteer

**Conditions:** Three year term in accordance with the Constitution

**Position objective**

The organisation’s principal governing body is the Board. The powers of the Board are detailed in the constitution.

The Board operates as a Board of Governance, at a strategic level, with operational management being the responsibility of the CEO.

All Board Members are required to comply with legal duties\*, relevant legislation, financial requirements, regulations, standards, codes and the organisation policies and procedures.

\*Legal Duties include:

1. the duty to act in good faith in the best interests of the organisation and for a proper purpose
2. the duty to act with reasonable care, skill and diligence
3. the duty not to misuse information or position
4. the duty to disclose and manage conflicts of interest

For more information, visit: [Non-profit Board Member Responsibilities | Not-for-profit Law (nfplaw.org.au)](https://www.nfplaw.org.au/free-resources/who-runs-the-organisation/responsibilities-of-the-board-and-committee-members)

**Position description**

A Board Member:

* Supports the activities of the organisation in accordance with the constitution, policies, and procedures to achieve its stated objectives.
* Liaises with the Executive and Board to ensure all business of the organisation is carried out in accordance with the organisation’s constitution, policies and procedures, strategic plan, annual plan, agreement, and all other grant deeds.
* Develops an effective working relationship with all Board Members and the CEO.
* Works with the Board to conduct the annual performance appraisal for the CEO.
* Works with the Board in the approval of budgets and business plans for good governance.
* Works with the Board in the creation, renewal and approval of the constitution, new policies, and procedures for good governance.
* Uses annual policy review schedule to ensure the organisations policies, procedures and plans are upheld and updated accordingly.
* Works with the Board in the creation, review, and approval of position descriptions for the Board and CEO.
* Works with the Board to ensure planning and budgeting for the future is carried out in a financially responsible manner and in accordance with the wishes of the members.

**Volunteer responsibilities and expectations**

The Board represents the organisation. A Board Member’s conduct whilst performing this role will reflect upon the reputation of the organisation. Board Members are expected to follow organisational policies and procedures, including the code of conduct.

Board Members are expected to attend scheduled Board Meetings and come prepared by reading all board papers and information provided ahead of the meeting.

**The procedure to fill board vacancy is as follows:**

* The nomination must be made in writing and provided to the Public Officer before the AGM.
* The nominee provides a resume detailing skills and interests that would benefit the objects of the organisation.
* The nominee is committed to the objects of the organisation.
* The nominee provides two professional referees.
* The nominee has no conflict of interest, as deemed suitable by the majority of the Board.
* The nominee fulfills organisational requirements to obtain all compliance checks.

**Qualifications, knowledge and skills**

* Knowledge of the organisation.
* Understanding of good governance.
* Understanding of processes of working with not for profit organisations.
* Knowledge and experience in human resources.
* Competency of information communication technology (ICT).
* Well-developed leadership skills.
* Well-developed written, oral, and interpersonal skills with the ability to communicate effectively with a wide range of people.
* Ability to be self-motivated, positive, enthusiastic, and highly organised.
* Ability to work within the organisation policies and procedures.
* Demonstrated ability to respond appropriately to the changing needs of an organisation.