

Duty 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
Planning	<i>Produce [in partnership with the Board] a Strategic Plan for the organisation</i>
	Ensure [in partnership with the Board] the regular review and development of the Strategic Plan
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 Organisational Constitution as per Legal Requirements
	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 Organisational Constitution as per Legal Requirements
Administrative & Management	Chair the Executive Committee between Board meetings
	Assign [in partnership with the Board] administrative duties to Board members and volunteers
	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 [in partnership with the Board] the assessment, review and renewal of the Board
	Manage the organisation's grievance procedures
	Ensure the harmony of Board deliberations
	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 <ul style="list-style-type: none"> • 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 risk management strategies are in place
Other duties	As for Board members (below)

Duty Statement: Board Treasurer

	Small
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
	<i>Ensure that appropriate financial policies and procedures are in place and fully documented</i>
Planning	<i>Produce [in partnership with the Board] a Business Plan for the organisation</i>
	Ensure [in partnership with the Board] the regular review and development of the Business Plan
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 & Management	Serve on the Executive Committee between Board meetings
	Personally carry out financial duties as assigned
	Keep the books of the organisation
	Ensure the organisation's financial records are adequate, protected, backed up, and accessible.
	Manage the organisation's banking
	Maintain the organisation's asset register
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
	Collect and receive all money due to the organisation and make all payments authorised by the organisation
	Oversee the organisation's investment strategy and report to the Board
	Prepare the Budget for the coming year
	Review income and expenditure against the budget on a continuous basis
Legal	Ensure the organisation's compliance with all applicable tax arrangements
Other duties	As for Board members (below)

Duty Statement: Board Secretary

	Small
Governance	<i>Ensure the preparation and adoption of appropriate Board policies</i>
Planning	<i>Produce [in partnership with the Board] a Marketing Plan for the organisation</i>
	Ensure [in partnership with the Board] the regular review and development of the Marketing Plan
	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 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 & 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
	Personally carry out administrative duties as assigned by the Chair
Media	<i>Ensure preparation and adoption of a Media policy</i>
	Under the 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	Keep the Common Seal of the organization
Other duties	As for Board members (below)

Duty Statement: Ordinary Board Member

	Small
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 Board meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
Administrative & 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
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 & 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 pecuniary interest in any contract with the organisation, inform the Board immediately
	If they have any direct or indirect pecuniary interest in any contract with the organisation, not vote in the Board on that issue
	If they have any non-pecuniary 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