



Job description Board member

1. Role

A Board member is to provide effective governance and accept ultimate legal responsibility and to operate in good faith and with integrity and honesty in the performance of these duties.

2. Desired skills and attributes

- Understanding of the role of governance in a not-for-profit organisation
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
- Understanding of and commitment to the organisation's vision and mission
- Ability to gift approximately 4 hours a month to the performance of the role

3. Outcomes

This position reports to the Chairperson

4. Responsibilities

1. Regularly attend board meetings and other important related meetings;
2. Agree on an annual meeting schedule and commit to attending;
3. Prepare appropriately for all meetings;
4. Seek information and be fully informed on the affairs of the organisation at a governance level;
5. Participate in the Board's deliberations and decision making in all areas of governance;
6. Participate in the development, approval and monitoring of the strategic planning for the organisation;
7. Review, approve and monitor the annual budget for the organisation;
8. Approve the major policies appropriate for the organisation;
9. Review the management results compared to the business planning;

10. Approve major activities and capital expenditure of the organisation;
11. Attend the Annual General Meeting
12. Assist with the fundraising activities of the organisation;
13. Participate in the selection, appointment and performance monitoring of the Management;
14. Promote the programme and its objectives externally;
15. Act in a professional manner whilst representing the organisation;
16. Maintain and develop governance skills through appropriate training and experiences;
17. Assist in developing and maintaining good relationships between the Board members and externally;
18. Participate in Board sub-committees as appropriate; and
19. Any other duties as delegated by the Board.

5. Executive Limits

1. As delegated by the Board
2. To operate within the Constitution of the
3. To operate within the financial guidelines of the
4. To operate within the framework and stated policies

6. Term of Office

The term of office for a Board Member is a period of one year.

7. Performance Evaluation

The performance of a Board Member is evaluated annually by the Board. Performance is measured on the achievement of roles stipulated in this job description.