



Board Member Position Description

YOUR ROLE....

as a Board member requires you to:

1	represent the interests of members in the governance of the organisation
2	understand the difference between governing and managing to avoid interfering in operational issues which are the domain of management
3	monitor the management of operations and the affairs of the organisation
4	ensure that the best interests of the organisation are paramount

INDIVIDUAL RESPONSIBILITIES....

your role is outlined more fully below:

1	use your abilities and experience fully
2	be able to articulate the organisation's strategy
3	know the organisation's products, services and operations
4	have a working knowledge of the organisation's accounts
5	get to know executives and other key staff
6	know the organisation's facilities and visit them when appropriate
7	be aware of the organisation's stakeholder and community interests
8	have a current understanding of the organisation's sector
9	understand the legal and regulatory environment in which the organisation operates
10	work constructively as part of the board team
11	respect confidentiality
12	be an available resource to management and the board
13	speak and act independently of management
14	where required, communicate with the President or the EO between meetings
15	advise the President in advance if you wish to introduce significant information or material at a board meeting
16	obtain the President or the board's authority before representing the organisation in any way
17	be an effective ambassador of the organisation
18	advise the President as soon as possible if you are not able to continue in your role as a Board member

INDIVIDUAL RIGHTS....

you are entitled to:

1	access any organisational information you require to adequately serve as a board member
2	be covered by the organisation's Directors' and Officers' Liability insurance policy

BOARD RESPONSIBILITIES....

as part of the board you are expected to:

1	be well prepared for board meetings
2	acquire adequate information for effective decision-making
3	participate fully and frankly in board discussions
4	allow co-board members to voice dissenting points of view in an environment of candid discussion
5	maintain an excellent attendance record at board meetings
6	overall, assist in maximising member value

COMMITTEE RESPONSIBILITIES....

connected to the committees of the board you are expected to:

1	participate on committees when asked
2	understand the committee's charter, i.e. purpose, objectives and function
3	understand the role of management supporting the committee
4	be well prepared for committee meetings
5	maintain an excellent attendance record at committee meetings

TIME COMMITMENT....

your time commitment as a Board member will involve preparation for and attendance at:

1	board and committee meetings
2	strategy meetings and planning days
3	training and development sessions
4	other meetings as required

You are also encouraged to attend occasional social functions for the board and the organisation.

It is estimated that 1-2 hours per week will be required for effective participation as a board member. Any external commitments you have should allow for this, at the time you are appointed as a board member and, while you continue to serve.