



Position Description

Board Member Position	Board Director
Function	Governance of Royal South Street Society to optimise its performance and ensure compliance with legal requirements
Term	3 years commencing on AGM date or, 1 year as Ex-Officio as appointed by the Board
Date of this Position Description	22 March 2024
Date of next review (to be reviewed every 2 years)	22 March 2026

POSITION REQUIREMENTS

1. On being elected to the Board undertake induction and training procedures as provided by the Board
2. Attendance at Board meetings and at events of the organisation
3. A time commitment of 4 hours per month, which includes Board preparation, meeting and sub-committee meeting time
4. Attendance in person at the Annual General Meeting
5. Knowledge and skills in one or more areas of Board Governance: policy and compliance, legal, marketing, education, finance and/or human resources
6. Willingness to serve on at least one sub-committee and participate actively in its work
7. High level of commitment to the work of Royal South Street Society
8. Willingness to invest in developing own governance skills
9. Be informed of the services provided by Royal South Street Society and support them publicly
10. Prepare for and participate in the discussions and the deliberations of the Board
11. Be aware of and abstain from any conflict of interest.

POSITION RESPONSIBILITIES

Planning

12. Approve the mission and values of the Royal South Street Society
13. Review and approve the strategic plan designed to ensure Royal South Street Society is meeting objectives and business risk is managed
14. Approve organisational policies, and monitor the organisation's performance against policies and strategic plan
15. Review and approve the organisation's budget annually.

Organisational

16. Select, monitor, appraise, advise, support, reward and, when necessary, change CEO/Business Manager
17. Contribute to effective Board recruitment and succession planning
18. Foster a positive working relationship with other Board members and organisation staff
19. Review the performance of the Board annually and take steps to improve its performance.

Operations

20. Review results achieved by management compared with the organisation's mission and strategic plan
21. Provide candid and constructive criticism, advice and comments
22. Approve major decisions such as major program and service changes, and capital expenditure.

Financial operations

23. Monitor financial performance
24. Ensure the financial structure is adequate for the organisation's current needs and long-range strategy
25. Be assured that the board and its sub-committees are properly and adequately informed of the condition of the organisation and its operations
26. Be assured that published reports properly reflect the operating results and financial condition of the organisation
27. Ascertain that appropriate conflict of interest policies are in place and that they are monitored and enforced
28. Review compliance with relevant legal requirements
29. Ensure appropriate risk assessment and risk management procedures are in place.

Advocacy and marketing

30. Review and endorse the marketing and sponsorship plan annually
31. Promote the organisation's interests actively within the broader community
32. Make comments to the media only as provided in the Royal South Street Society Media Policy.

Acceptance

I have read and agree to the tasks listed for a Board Director of the Royal South Street Society.

Name:

Signature:

Date:

*This template has been adapted from BoardConnect (<http://www.boardconnect.com.au/resources/articles/duties/67-member.html>), United Way (www.boarddevelopment.org) and David Fishel, *The Book of the Board*, 2nd Edition, Federation Press, 2008*