



General Board Member

OVERVIEW

Board members are elected to manage the affairs of Aldinga Community Centre.

Governance is the system by which our Board ensures that the Centre's responsibilities are met. Governance focuses on the organisation's broad issues of organisational purpose and forms the overarching framework for running the Centre.

The two main components of governance are

Performance The performance of Aldinga Community Centre determines whether it is meeting the purpose for which it was formed.

Compliance Aldinga Community Centre is accountable to its community and funding bodies, and must comply with legislative obligations including taxation, work-cover, insurance and the meeting of contractual and service obligations.

What the Board does is governance, what the staff do is management. The functions are separate and different but they operate as a partnership. At Aldinga Community Centre, we have an organisational chart, clear position descriptions and Delegated Authorities to prevent confusion about roles and responsibilities that have the potential to lead to conflict and low morale.

It is the role of the Board to govern the affairs and activities of the organisation, ie direct and monitor the financial and operational performance – *what the organisation is*.

It is the role of the staff to manage the organisation, including the day-to-day operation of the service/s through implementation of the Board endorsed strategic plan and policy framework – *what the organisation does*.

Management is responsible for implementing the directions determined by the Board, within the vision, purpose, values, policy context and budget determined by the Board.

Governing an organisation is a team operation. Effective governance relies on all Board members having enough current information to confidently carry out responsibilities and make good routine and strategic decisions.

As a member of our Board you share the following governance responsibilities with fellow Board members

To meet accountabilities, the roles of the Board include

- Developing/approving the vision, purpose and values of the organisation
- Developing/approving a sound framework of organisational policies and procedures
- Approving/developing a strategic and business plan
- Developing a risk management plan and ensuring it is implemented
- Financial management including developing/approving the budget
- Ensuring legal requirements are met
- Ensuring quality of services
- Ensuring there are adequate funds and resources for the organisation
- Ensuring the Board is functioning well, reviewing the work of the Board and planning for the succession and orientation of Board members

GENERAL BOARD MEMBERS

- Know all your responsibilities as a Board Member and take them seriously (legal, financial, planning, evaluation, staff selection, etc.).
- Be familiar with Aldinga Community Centre's constitution, mission, objectives, values, policies and strategic plan.
- Be clear about your role as a Board member in governance. If you also volunteer at the Centre, respect that you are there as a volunteer, not as a Board member and that your rights and responsibilities are the same as any other volunteer in the organisation
- Act in good faith in what you honestly believe to be in the best interests of the organisation
- Show a duty of reasonable care (you are not required to have special skills to be elected to a Board but if you do have special skills, particularly a formal qualification, you are expected to use your skills for the benefit of the organisation)
- Exercise powers and discretions for a proper purpose – do not misuse any authority or discretion you have been given by the Board
- Avoid any semblance of self-dealing or enrichment (conflict of interest)
- Respect confidentiality
- Act as an ambassador for the group
- Listen and respect other people's ideas and views and be open and frank - discuss and comment on issues and ideas rather than individuals
- Keep the community informed, and involve others whenever possible
- Attend Board meetings regularly (2-3 hours per month)
- Be involved in and informed about decisions at meetings (whether present at the meeting or not)
- Become involved in special tasks, as an individual or a sub-committee member
- Serve on at least one sub-committee (1-2 hours per month)
- Make sure the office bearers carry out their job
- Support and participate in fund raising

- Keep the Centre in touch with community needs
- Know about the activities and programs being run by the Centre
- Keep in touch - provide back-up, supervision and personal contact with paid and unpaid workers
- Attend other functions when required
- Report to the meeting on any tasks that have been assigned to you
- Take part in training or information sessions arranged for Board members

Before each meeting

- Make sure any tasks assigned to you have been done
- Forward any reports for the meeting to the Secretary
- Read through any items sent out by the Secretary, such as the agenda, minutes of the previous meeting, reports, correspondence list, etc

At each meeting

- Arrive on time and be prepared to stay for the whole meeting
- Listen to and take part in discussion, and make decisions
- Stick to Board business (as listed on the agenda), leaving all other discussion until after the meeting

After each meeting

- Support **all** majority decisions outside of Board meetings
- Carry out any tasks assigned during the meeting

If you have any matters to be discussed and decided upon you can have them included on the Board meeting agenda by contacting the Secretary or Chairperson before the meeting.