



ALDINGA COMMUNITY CENTRE

VICE CHAIRPERSON POSITION DESCRIPTION

Vice Chairperson

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

VICE CHAIRPERSON

- In the absence of the Chairperson, the Vice Chairperson assumes the role of Chairperson
- Be familiar with the roles and responsibilities of the Chairperson and form part of the Executive Committee

CHAIRPERSON

- Encourage an active Board that shares the responsibility - don't end up "carrying the load".
- Be a spokesperson for the group
- Stay in touch with the Centre and with other Board members to follow up on decisions and note items for future agendas
- Be familiar with the Constitution of Aldinga Community Centre and know correct meeting procedure
- Attend meetings regularly and punctually
- Direct meetings so that all in attendance are heard fairly and have a chance to speak on each topic, all business is attended to and all decisions are made according to our organisational policies
- Help the Board to understand that they all have a contribution to make in decisions
- Ensure that tasks are delegated appropriately and fairly
- Ensure the group is fulfilling all its responsibilities (legal, financial, planning, employee management, evaluation)

Before each meeting

- Make sure all reports go to the Secretary in time to be circulated to all members
- Help the Secretary to prepare the agenda, covering all necessary business
- Plan and prepare the meeting with the Secretary and the Vice Chairperson - items to be discussed and possible reactions and questions

At each meeting

- Allow time for everyone to settle down

- Ensure that the meeting starts and finishes on time
- Ensure that meeting rules are followed
- Ensure a quorum is present before any Board business is done
- Ensure that business is conducted in an orderly fashion and that discussion is courteous at all times
- Declare the meeting open, thank all for attending, introduce guests
- Check through the agenda with all present, make sure everything is understood and make any necessary changes or additions
- Check there is a minute taker
- Keep track of time throughout the meeting or appoint a time-keeper
- Go through the agenda item by item and take notes for final summing up and later follow-up
- At the end of the meeting, sum up all decisions made and make sure all people know what jobs they are responsible for
- Set a date for the next meeting
- Close the meeting only after all business on the agenda has been dealt with (or held over until next meeting if necessary)

After each meeting

- Follow up people who have specific jobs
- Deal with any matters that have been specifically assigned to the Chairperson
- Ensure that the minutes are a correct record of the meeting