***Governance***
***HACC Standard 3***
***Review Date June 2011***

**Policy Number:** **G1**
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**Attachments:** **6**

# POLICY REGISTER

# Subject: Roles & Responsibilities of Board Members

## Primary Responsibility:

All Board members

## Policy Statement

The individual members and the Board as a whole will act in accordance with relevant laws, Constitution, and Policies & Procedures to further the vision of Western Sydney Community Forum (WSCF).

## Procedure

1. The Board of WSCF will consist of the office-bearers of the Association, and no more than eight (8) and no fewer than four (4) ordinary members. The office-bearers are:
   - Chair;
   - Deputy Chair;
   - Secretary; and
   - Treasurer.

2. The Board will be elected in accordance with the procedures set out in the Constitution.

3. Upon election individual members will sign an agreement with the organisation in relation to their role on the Board (attached) and a Confidentiality Agreement.

4. The Board appoints the WSCF Operations Manager to act as the Association's Public Officer.

5. All new Board members will receive an Orientation Kit which will include:
   - The Constitution;
   - Board member roles and responsibilities;
   - Budget;
   - Information about funding sources;

- Organisation chart;
- Staff job descriptions;
- Purpose, Vision and Code of Practice;
- The annual report and workplan;
- Information about meetings;
- Copies of the minutes of previous Board meetings.

The Board Orientation Kit will be maintained by the Secretary, with assistance from the Executive Officer/Administration Worker.

6. New Board members will familiarise themselves with the WSCF Policy and Procedures Manual. The Executive Officer will ensure a copy of the WSCF Policy and Procedures Manual is available at all Board meetings.

7. The Board will meet at least six (6) times per year in order to undertake its roles and responsibilities as set out in this policy. Board meetings should be attended by all Board members and the Executive Officer. Staff and other guests may be invited to attend meetings for a specific reason.

8. The quorum of the Board meetings is half the Board members.

9. The Board will make decisions on a consensus basis, where possible. If a consensus decision is not possible, the Chair may call for a vote by show of hands. A decision will be carried if supported by a simple majority of Board members present at that time.

10. The Board will act in accordance with WSCF objectives as stated in the WSCF Constitution, and the policies and procedures as specified in the WSCF Policy and Practice Manual, including: the Code of Practice; Confidentiality Policy; and Conflict of Interest Policy.

11. The Board must approve the affixing of the Common Seal of the Association to legal documents. The Common Seal will be affixed in accordance with the Constitution.

12. The Board will approve applications for new membership. The Executive Officer will provide a list of new applications for membership to Board meetings. The Operations Manager will ensure a Register of Members of the Association is maintained.

13. The Board will ensure appropriate financial management of the funds of the WSCF, including: approving and monitoring budgets; meeting funding body requirements; maintenance of adequate insurance cover; and the maintenance of accurate records.

14. The Board will ensure the organisation acts in accordance with the relevant Federal, State and Local Government laws and regulations.

15. The Board will meet all their requirements as an employer, including ensuring all recruitment processes adhere to EEO principles; the provision of a safe working environment for staff, contractors, students and volunteers; and, the implementation of staff employment agreements, relevant legislation and industrial awards.

16. The Board will contribute to strategic planning and regular review of services provided by the organisation.

17. The Board will ensure an Annual General Meeting is held within six (6) months of the end of the financial year and that business carried out at the AGM meet the requirements of the Constitution and relevant legislation.

## Adopted by the Board on: 02/06/2009

### *CROSS REFERENCE*

All other Policies but in particular:

- GP5 Privacy & Confidentiality Policy
- GP4 Conflict of Interest Policy
- O3 Membership Policy
- Board Inductio