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Board member duty statement

Function

- Optimise the organisation's performance and ensure compliance with legal requirements.

Responsibilities

Planning

- Approve the <organisations name> mission and values;
- Review and approve the organisation's strategic plan;
- Annually review and approve the organisation's marketing and fundraising plan;
- Annually review and approve the organisation's budget;
- Approve major policies.

Organisational

- Elect, monitor, appraise, advise, support, reward, and, when necessary change top management;
- Be assured that management succession is properly being provided;
- Be assured that the status of the organisational strength and HR planning is equal to the requirements of the long-range goals;
- Approve appropriate compensation and benefit policies and practices;
- Annually approve the performance review of the CEO and establish his/her compensation based on recommendations of the personnel committee and Chairman of the board;
- Contribute to the effective board recruitment and succession planning;
- Contribute to an annual review of the performance of the Board and take steps to improve its performance.

Operations

- Review the results achieved by management as compared with the <insert name of organisation> philosophy, annual and long-range goals, and the performance of similar organisations;
 - Be certain that the financial structure of the organisation is adequate for its current needs and its long-range strategy;
 - Provide candid and constructive criticism, advice and comments;
- Approve major actions of the organisation, such as capital expenditure and major program and service changes.

Audit

- Be assured that the board and its committees are adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations;
- Be assured that published reports properly reflect the operating results and financial condition of the organisation;
- Ascertain the management has established appropriate policies to define and identify conflicts of interest throughout the organisation, and is diligently administering and enforcing those policies;

- Appoint independent auditors subject to approval by members;
- Review compliance with relevant material laws affecting the organisation;
- Ensure appropriate risk management procedures are in place.

Requirements

- High level commitment to the work of the organisation;
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, and/or personnel;
- Willingness to serve on at least one sub-committee and actively participate;
- Attendance at up to 10 board meetings per year;
- A time commitment of eight hours per month (includes board preparation, meeting and committee meeting time);
- Prepare for and participate in the discussions and the deliberations of the board;
- Be informed of the organisation's services and publicly support them;
- Be aware and abstain from any conflict of interest.

Term

- Two years, renewable for two further terms (a maximum of six years).

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