



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6e	BOARD ROLE AND RESPONSIBILITIES	
Applies to:		Version:
Specific responsibility:		Date approved: 5 Aug 2014

Policy context: This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

POLICY STATEMENT

In accepting their positions, the Board members undertake to provide sound governance and effective leadership to the organisation by ensuring that the organisation has:

- Clear strategic directions and achievable plans in line with its purpose and values
- Adequate resources to carry out its work
- Competent personnel
- An effective policy framework to guide its work, implement its plans and meet its obligations
- Adequate internal controls to ensure sound financial management, risk management and legal compliance
- Adequate internal accountability mechanisms to ensure compliance with policies and procedures and to monitor organisational performance.

The Board will be accountable to the membership ensuring that the organisation produces results, remains solvent, and complies with all its legal, financial, and ethical obligations.

The Board will provide direction through policy and oversight for the senior staff who will implement the decisions of the Board.

Board members are expected to demonstrate their commitment to the organization by attending all meetings.

Board members may be requested to formally represent the organisation in making statements to the media, sitting on external committees, participating in consultation processes, or attending delegations to politicians or government officers.

The President, in consultation with the General Manager may make statements to the media. All other representation of the organisation by Board members will be approved by the Board or the General Manager.

PROCEDURES

The Board will take responsibility for:

- Ensuring the organisation complies with the objects, purposes, and values of the organisation and with its constitution and Associations Incorporation Act 1991.
- Identifying the strategic priorities for the organisation and approving an organisational plan for 5 years.

- Approving an annual budget, monitoring financial performance to ensure the solvency and financial health of the organisation
- Identifying the roles and functions of any sub-committees, office bearers or other Board members, the General Manager, other staff, and personnel.
- Recruiting, supervising, and evaluating the performance of the General Manager
- Ensuring delegations of authority are clearly defined and documented
 - Approving, monitoring, and reviewing a control framework of organisational policies and procedures, systems of financial control and reporting, compliance and incident reporting and performance reporting and ensure that the policies and procedures as set down in 'The Policy and Procedures Manual' are followed.
 - Oversee the signing of contracts.
- Ensuring that the organisation complies with all relevant laws, legislation, contracts, regulations, and regulatory requirements and any other legal obligation
- Ensuring the organisation meets all its contractual and statutory obligations
- Ensure sound risk management is in place by establishing and monitoring a risk management plan, including appropriate insurance cover.
- Succession planning for the Board and The General Manager and determining remuneration for the General Manager
- Reviewing and managing the Board own effectiveness in performing its role
- Identifying and managing conflicts that may arise within the organisation or between the organisation and other agencies
- Ensuring that the organisation assesses its social, ethical, and environmental impact.
- Make informed decisions on key issues.
- Establish accountability and reporting processes for Board members and staff.
- Monitor the implementation of plans, budgets, policies and decisions and be able to recognise and take action when these are not implemented in an agreed way.
- Ensure that the Board is sustainable over time and that succession is well planned.
- Ensure that membership and community support are maintained

Each Board member will:

- Attend meetings as required.
- Actively participate and contribute constructively to the productivity and outcomes of meetings.
- Sign an Agreement to Act as a Board member
- Declare any personal interest that might conflict with the interests of the organisation or your duty as a Board member and sign a Conflict of Interest declaration
- Sign the Code of Ethics and Conduct for Board members (attached to agreement)
- Keep informed about the organisation's business
- Act as a spokesperson for the organisation when requested by the Board/General Manager.
- Be a member of and/or chair of sub-committees/working groups as required.
- Sign letters or documents on behalf of the Association as required.
- Exercise delegation of authority and expenditure as determined by the Board.

Office Bearers also have additional and specific roles:

- **President:** The Chairperson or President has special responsibility for providing leadership. This leadership role includes ensuring that the Board is focussed on the business of the organisation, that meetings are conducted properly and that an accurate record is kept of these meetings.
- **Treasurer:** The Treasurer has responsibility for the financial management of the organisation, and must make sure those payments due to, or by, the organisation, are paid, that the financial records are kept correctly, and that the organisation is working within an agreed financial plan. As a Board however, the group as a whole must share responsibility and decision-making and it will therefore be an important part of the Treasurer's role to ensure that other Board members understand the information that is being presented and the implications of this information.
- **Secretary:** The Secretary has particular responsibility for ensuring that the business of board or committee meetings is documented, including decisions that are taken, and ensuring that the meeting papers are circulated in advance of meetings. They may also take the minutes in the meeting, but this can also be done by someone else and checked by the Secretary.

[Note: In Associations, the Secretary also has the responsibility for ensuring that the records of the organisation – such as the register of memberships - are kept secure and up to date, and that incorporation requirements are attended to - these usually include submitting an annual return as well as notifying any changes in the membership of the board or committee, the membership of the organisation or constitution, to the appropriate regulatory authority. In other forms of incorporation, such as Companies, these responsibilities may be handled by a 'Public Officer'. The main difference is that a Public Officer is usually not an office bearer, and this position is not necessarily taken by a Board or committee member.]



President

- Provide strategic leadership and vision to the Board
- Monitor the performance of Board members in meeting their roles and responsibilities.
- Ensure regular meetings of the Board are held.
- Encourage all Board members to attend meetings and monitor attendance with the assistance of the Secretary.
- Draw up an agenda for the meetings with the assistance of the Secretary and the staff of the organisation.
- Prioritise agenda items and if necessary set time limits on discussion of agenda items.
- Monitor and ensure that the Board gets through Board business in a timely manner.
- Lead the meeting through the agenda, keeping discussion relevant and decision making clear and encouraging broad participation.
- Sign the minutes after they have been confirmed as an accurate record of the previous meeting.
- Ensure meetings are run in accordance with the Constitution and relevant governance policies and procedures of the organisation.
- Act as a spokesperson for the organisation.
- Act as the Board contact person for the General Manager
- Stay in touch with day-to-day operations in the organisation.
- Exercise delegation of authority and expenditure as determined by the Board

Treasurer

- Ensure the Board understands its financial obligations.
- Ensure the organisation complies with tax regulations, such as GST, payroll tax and fringe benefits tax.

- Oversee the development and implementation of financial management policies and procedures.
- Ensure the organisation has appropriate procedures to protect against fraud and theft.
- Review all internal processes and reporting methods relating to financial management at least annually.
- Ensure financial record keeping meets Australian Accounting Standards and provides financial reports that will inform Board decisions.
- Oversee the development of an annual budget.
- Provide regular financial reports on year-to-date expenditure against the budget including analysis comparing actual financial performance against predicted financial performance.
- Ensure that Board members understand the financial reports.
- Manage investments and monitor fund balances, main sources of income, main areas of expenditure, amounts owed.
- Ensure funds are available to cover cash flow.
- Ensure the financial requirements of funding bodies and other contractual obligations are met.
- Oversee the preparation and lodgement of returns with authorities such as the Office of Fair Trading, and the Australian Tax Office (ATO).
- Ensure an audit of the books is prepared each year and that the accounts of the Association showing the financial position at the end of the preceding financial year, is submitted to members at the Annual General Meeting.
- Identify and bring to the attention of the Board any areas of financial risk to the centre.
- Exercise delegation of authority and expenditure as determined by the Board.

Secretary

- Ensure accurate minutes of all meetings are taken and that these are properly filed.
- Compile a correspondence list including letters received and sent, and bring to the attention of the meeting any correspondence that requires immediate attention.
- Ensure that correspondence is properly filed and up-to-date and is available for any member to examine.
- Ensure that copies of the minutes and any relevant agenda papers are distributed to Board members before the next meeting with adequate time for minutes and papers to be read by Board members.
- Keep a Register of members and Board members.
- Maintain the Board orientation kit and provide a copy to all new Board members on appointment to the Board.
- Ensure the policies and procedures dealing with the business of the Board are kept up-to-date and adhered to by Board members.
- Exercise delegation of authority and expenditure as determined by the Board.

DOCUMENTATION

Documents related to this policy	
Related policies	Committee Duty Statements
Forms, record keeping or other organisational documents	

Policy Name:	Board Role & Responsibilities	Policy Number:	
Date Approved:	March 2024	Approved By:	Senior Management Team
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