

POSITION DESCRIPTION – BOARD DIRECTORS

RESPONSIBILITIES OF DIRECTORS OF THE BOARD

Summary of Position

The key responsibilities of the Board are to set the direction for the organisation, to monitor its performance and to maintain control of the organisation, ensuring that it stays on track according to agreed priorities and planned activities.

Duties

- Attend meetings as required.
- Actively participate and contribute constructively to the productivity and outcomes of meetings.
- Declare any personal interest that might conflict with the interests of the organisation or your duty as a Board member.
- Act in accordance with the Code of Conduct.
- Keep informed about the organisation's business.
- Act as a spokesperson for the organisation when requested by the Board.
- Be a member and/or chair of sub-committees/working groups as required.
- Sign letters or documents on behalf of the Company as required.
- Exercise delegation of authority and expenditure as determined by the Board.

With other members of the Board:

- Provide a clear and viable direction for the organisation, agree on priorities and oversee the development of an organisational plan.
- Oversee the development of an annual budget.
- Ensure the solvency and financial viability of the organisation.
- Establish clear expectations for the performance of all Board members, staff and volunteers.
- Make informed decisions on key issues.



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- Establish accountability and reporting processes for Board members and staff.
- Ensure that appropriate systems are in place for recruitment and the performance appraisal and management of 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 sound risk management is in place by establishing and monitoring a risk management plan, including appropriate insurance cover.
- Ensure compliance by the organisation with legislation, contracts and any other legal obligations.
- Ensure the organisation meets the requirements specified in its Constitution and Corporations Law.
- Ensure that the policies and procedures as set down in Employer and Employee Manuals are followed.
- Oversee the signing of contracts.
- Monitor the performance of the Board.
- Monitor the performance of the organisation and take action to ensure the organisation performs to its capacity and meets its contractual obligations.
- Ensure that the Board is sustainable over time and that succession is well planned.
- Address any conflicts of interest within the Board and across the organisation.
- Ensure that membership and community support is maintained.



A national voice to end elder abuse
PO Box 31 | Westgate | NSW 2048 | Australia
1800 960 026 | info@eaaa.org.au | eaa.org.au
ABN 58 625 915 835 | ACN 625915835