

## POSITION DESCRIPTION

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| <b>POSITION TITLE</b> | <b>Board Chairperson</b>   |
| <b>REMUNERATION</b>   | <ul style="list-style-type: none"> <li>This is a volunteer position.</li> </ul>  |
| <b>TERM</b>           | <ul style="list-style-type: none"> <li>2 years commencing on (date of AGM or date appointed by the Board).</li> </ul>  |
| <b>GENERAL</b>        | <ul style="list-style-type: none"> <li>On being elected to the Board, undertake induction and training procedures as provided by the Board.</li> </ul>   |
| <b>GOVERNANCE</b>     | <ul style="list-style-type: none"> <li>Provide leadership to the Foundation.</li> <li>Ensure that the governance arrangements are working in the most effective way for the Foundation.</li> <li>Develop the knowledge and capability of the Board of Directors.</li> <li>Encourage positive change where appropriate, address and resolve any conflicts within the Board.</li> <li>Appraise the performance of the Board of Directors on an annual basis.</li> <li>Ensure that the Board of Directors is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the Foundation effectively.</li> <li>Ensure [in partnership with the Board] that the Foundation's objectives, goals and mission are being followed.</li> <li>Ensure [in partnership with the Board] that the Foundation operates in an ethically, environmentally and socially responsible fashion.</li> <li>Consider, discuss and vote on issues before the Board on the basis of the best interests of the organisation.</li> <li>Comply with the rules, policies and standing orders of the organisation.</li> </ul> |
| <b>PLANNING</b>       | <ul style="list-style-type: none"> <li>Produce [in partnership with the Board] the Foundation's Strategic Plan.</li> <li>Ensure [in partnership with the Board] the regular review and development of the Strategic Plan.</li> </ul>   |
| <b>MEETINGS</b>       | <ul style="list-style-type: none"> <li>With the Managing Director, prepare the agenda in advance of meetings.</li> <li>Chair Board meetings, ensure all Board members are able to contribute to discussions.</li> <li>Attend all meetings, or, if absolutely unavoidable, provide apology in advance.</li> <li>Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate.</li> </ul>  |



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| <b>ADMINISTRATIVE &amp; MANAGEMENT</b> | <ul style="list-style-type: none"> <li>• Provide independent advice and counsel to the Managing Director.</li> <li>• With the Managing Director, manage the business of the Board.</li> <li>• With the Managing Director, support the recruitment, induction, and training of Board members.</li> <li>• With the Managing Director, manage the assessment, review and renewal of the Board.</li> <li>• Ensure the harmony of Board deliberations.</li> <li>• Manage [in partnership with the Board] the succession of the position of Chair.</li> <li>• Serve on Board committees as required.</li> <li>• Undertake administrative duties as required.</li> <li>• Understand the organisation's finances (including solvency).</li> </ul>   |
| <b>FINANCE</b>                         | <ul style="list-style-type: none"> <li>• With the Managing Director and the Treasurer, ensure the organisation's financial control procedures are adequate and that risk management strategies are in place.</li> </ul>   |
| <b>MEDIA</b>                           | <ul style="list-style-type: none"> <li>• Together with the Managing Director, serve as spokesperson for the Foundation.</li> </ul>  |
| <b>PROMOTION</b>                       | <ul style="list-style-type: none"> <li>• Promote the organisation in the community as opportunities arise.</li> <li>• Actively promote the Foundation in the community.</li> </ul>  |
| <b>FUNDRAISING</b>                     | <ul style="list-style-type: none"> <li>• Participate enthusiastically in any fundraising approved by the Board.</li> <li>• Use knowledge and networks to seek out fundraising/sponsorship opportunities.</li> </ul>   |
| <b>LEGAL &amp; ETHICAL</b>             | <ul style="list-style-type: none"> <li>• Avoid making any improper use of their position in the Foundation, any information acquired by virtue of their position in the Foundation, so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.</li> <li>• If members have any direct or indirect pecuniary interest in any matter with the Foundation, inform the Board immediately and not participate in discussions.</li> <li>• If they have any non-pecuniary conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure.</li> <li>• Ensure that all legal requirements are met.</li> <li>• Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.</li> </ul> |



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|  | <ul style="list-style-type: none"> <li>• Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.</li> <li>• If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately.</li> <li>• If they have any direct or indirect material personal interest in any contract with the organisation, not vote on that issue.</li> <li>• If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure.</li> <li>• At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias or personal animus.</li> </ul> |
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## Application Procedure

All applicants are required to provide:

- A cover letter which addresses the role description
- A current resume
- Contact details of two referees
- Applications should be emailed to [info@chaseandtyler.org.au](mailto:info@chaseandtyler.org.au)

For more information about the position, please contact the Managing Director, Bruce Argyle in confidence on 04 3888 3222 or [bruce@argyles.com.au](mailto:bruce@argyles.com.au)

