

POSITION DESCRIPTION

POSITION TITLE	Board Director
REMUNERATION	<ul style="list-style-type: none"> This is a volunteer position.
TERM	<ul style="list-style-type: none"> 2 years commencing on (date of AGM or date appointed by the Board).
GENERAL	<ul style="list-style-type: none"> On being elected to the Board, undertake induction and training procedures as provided by the Board.
GOVERNANCE	<ul style="list-style-type: none"> Consider, discuss and vote on issues before the Board on the basis of the best interests of the organisation only. Comply with the rules, policies and standing orders of the organisation.
PLANNING	<ul style="list-style-type: none"> Together with other Directors, review and approve the organisation's Strategic Plan and other consequential arrangements (Business Plan, Marketing Plan, etc.)
MEETINGS	<ul style="list-style-type: none"> Attend all meetings, or, if absolutely unavoidable, provide an apology in advance. Where Board papers are circulated in advance of the meeting, read papers and consider issues before the meeting. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate.
ADMINISTRATIVE & MANAGEMENT	<ul style="list-style-type: none"> Serve on Board committees as required. Together with other Directors, review and approve the organisation's systems for financial control and risk management. Undertake administrative duties as required. Understand the organisation's finances (including solvency).
MEDIA	<ul style="list-style-type: none"> Make comments to the media only as provided in the organisation's Media Policy.
PROMOTION	<ul style="list-style-type: none"> Promote the organisation in the community as opportunities arise.
FUNDRAISING	<ul style="list-style-type: none"> Participate enthusiastically in any fundraising approved by the Board.
LEGAL & ETHICAL	<ul style="list-style-type: none"> 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. 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. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately.



	<ul style="list-style-type: none">• If they have any direct or indirect material personal interest in any contract with the organisation, not vote on that issue.• 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.• At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias or personal animus.
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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

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

