## [insert organisation name and logo]

## Position Description for an Ordinary Board member

|  |  |
| --- | --- |
| **Board Member Position**  | **Ordinary Board Member** |
| **Function** | Governance of [organisation], optimise its performance and ensure compliance with legal requirements |
| **Term** | X years commencing on X date *(date of AGM or date appointed by the Board)* |
| **Date of this Position Description**  |  |
| **Date of next review** (to be reviewed every 2 years) |  |

**POSITION REQUIREMENTS**

1. Attendance at Board meetings and at events of the organisation
2. A time commitment of X *[ask existing Ordinary Board members to monitor the hours they spend over a 6-month period then average out]* hours per month, which includes Board preparation, meeting and committee meeting time
3. Attendance at the Annual General Meeting
4. Knowledge and skills in one or more areas of board governance: policy, programs, finance and/or personnel *[list others as identified in Skills Audit]*
5. Willingness to serve on at least one sub-committee and participate actively in its work
6. High level of commitment to the work of [organisation]
7. Willingness to invest in developing his/her own governance skills
8. Be informed of the services provided by the [organisation] and support them publicly
9. Prepare for and participate in the discussions and the deliberations of the Board
10. Be aware of and abstain from any conflict of interest.

**POSITION RESPONSIBILITIES**

**Planning**

1. Approve the mission and values of [organisation]
2. Review and approve the strategic plan designed to ensure the [organisation] is meeting objectives and business risk is managed
3. Approve organisational policies, and monitor the organisation’s performance against policies and strategic plan
4. Review and approve the marketing and fundraising plan annually
5. Review and approve the organisation’s budget annually.

**Organisational**

1. Select, monitor, appraise, advise, support, reward and, when necessary, change CEO
2. Contribute to effective Board recruitment and succession planning
3. Foster a positive working relationship with other Board members and organisation staff
4. Review the performance of the Board annually and take steps to improve its performance.

**Operations**

1. Review results achieved by management compared with the organisation’s mission and strategic plan
2. Provide candid and constructive criticism, advice and comments
3. Approve major decisions such as major program and service changes, and capital expenditure.

**Financial operations**

1. Monitor financial performance
2. Ensure the financial structure is adequate for the organisation’s current needs and long-range strategy
3. Be assured that the board and its committees are properly and adequately informed of the condition of the organisation and its operations
4. Be assured that published reports properly reflect the operating results and financial condition of the organisation
5. Ascertain that appropriate conflict of interest policies are in place and that they are monitored and enforced
6. Appoint independent auditors, subject to approval by members
7. Review compliance with relevant legal requirements
8. Ensure appropriate risk assessment and risk management procedures are in place.

**Advocacy and marketing**

1. Review and endorse the marketing and fundraising plan annually
2. Promote the organisation’s interests actively within the broader community.

*This template has been adapted from BoardConnect (*[*http://www.boardconnect.com.au/resources/articles/duties/67-member.html*](http://www.boardconnect.com.au/resources/articles/duties/67-member.html)*), United Way (*[*www.boarddevelopment.org*](http://www.boarddevelopment.org)) *and David Fishel, The Book of the Board, 2nd Edition, Federation Press, 2008.*