



**Torquay
Community
House**

respect • equality • inclusion

Role Description - Ordinary Members Policy

Approved/effective date	190820
Due for review	190823

Prime Role

Ordinary members of the Board of Management are responsible for overseeing the affairs of the incorporated association, ensuring its legal obligations are met and that the organisation is soundly managed for the benefit of all.

Board members carry out their duties in a lawful manner and ensure that the business of the organisation is carried out in accordance with the law and under the terms of the organisation's Rules of Incorporation and Policies. Board members support the vision, purposes and values of the organisation and ensure the governance and management of the organisation reflect them.

Responsibilities

- develop, endorse and monitor strategic and annual plans of the organisation
- develop, review and endorse the organisation's policies and procedures
- meet regularly to monitor the performance of the organisation as a whole. Board members shall ensure that appropriate monitoring and reporting systems are in place, and that these are maintained and utilised to provide accurate and timely information
- be diligent, attend Board meetings and devote sufficient time to preparation for these meetings, allowing for full and appropriate participation in the Board's decision-making
- consider the best interests of the organisation when making decisions or voting on an issue

- be loyal to the Board, abiding by Board decisions once reached
- ensure fair and full participation of all Board members and ensure that the independent views of all Board members are given due consideration and weight
- ensure that the organisation's assets are protected by a suitable risk management strategy
- ensure that the organisation does not trade while insolvent
- act within the terms of the Torquay Community House's Conflict of Interest Policy and Procedures if a conflict of interest arises
- ensure that there is an appropriate separation of duties and responsibilities between the Board and staff, and that no one has unfettered powers of decision-making
- ensure that members are provided with an accurate and balanced view of the organisation's performance including both financial and member services
- be responsive and accountable to members' needs, concerns and expectations.
- review their own individual performance on the Board ensuring a suitable contribution to Board deliberations and decision making (if found lacking, the member should pursue training or assistance to improve their performance, or consider resigning)
- review the Board's performance as a whole for its development and continuous improvement

In the main, the Board of Management delegates the operational tasks of the organisation to staff; however, it remains the Board's responsibility to ensure that all resolutions from Board meetings are implemented and actions completed.

Election and Term

All Board of Management members are directly elected by the members at the Annual General Meeting each year and hold a one-year term.

Remuneration

The role is a volunteer position and no member of the Board shall receive any form of remuneration in return for performing his or her duties in the conduct of the Association.

Board Members may be reimbursed for actual incidental expenses incurred in the performance of their duties on behalf of the association.