

**Role Title:** Board Member

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**Role of a Board Member**

The role of the Board is to govern the organisation including developing and supporting the organisation's strategic direction, oversight of risk and financial management, and making appropriate decisions within the delegation of the Board to ensure a viable and sustainable organisation.

Board members are responsible for contributing to the collective decision making of the Board. A Board member cannot make decisions for the organisation independently of other Board members.

**Responsibilities**

A Board member is responsible for:

1. Understanding the business of the organisation and being aware of key developments.
2. Attending and participating in Board meetings.
3. Providing advice, opinions and independent judgment to inform Board decisions declaring and monitoring actual or perceived conflicts of interest.
4. Overseeing risk management for the organisation.
5. Ensuring the sustainability of an organisation by monitoring the financial viability and finances of an organisation.
6. Serving on relevant sub-committees as required and agreed.
7. Being active in the organisation, such as by attending functions or events as a representative of the organisation.
8. Attending the Annual General Meeting.
9. Governing and overseeing an organisation's operations and performance ensuring an organisation operates within the law, including maintaining its charitable status if it is a charity.

**Duties:**

A Board member has a legal duty to:

- Act with reasonable care and diligence;
- Act honestly and fairly in the best interests of the charity and for its charitable purposes;
- Not misuse their position or information they gain as a responsible person;
- Disclose actual or potential conflicts of interest;
- Ensure that the financial affairs of the charity are managed responsibly; and
- Not allow the charity to operate while it is insolvent.