

# Better Renting General Board Member: Position Description

## General Board member duties

On being elected to the Board, undertake induction and training procedures as provided by the Board

## Governance

- Deliberate and make decisions 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

- Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)

## Meetings

- Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- Read board papers and consider issues in advance of the meeting.

## Administrative and management

- Serve on Board committees as required
- 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

- Make comments to the media only as provided in the organisation's Media Policy

## Promotion

- Promote the organisation in the community as opportunities arise

## Fundraising

- Participate enthusiastically in any fundraising approved by the Board

## Legal and ethical

- 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
- If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board 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