

POSITION STATEMENT: BOARD SECRETARY

RESPONSIBILITIES

The Administration Manager shall be responsible for including this policy in the induction package provided to new Board members.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference in Board meetings.

The Board Chair shall be responsible for making a ruling on any point in dispute in this policy.

PROCEDURES

This policy shall be included in the induction package provided to new Board members.

A copy of this policy shall be available for reference in Board meetings. Any point in dispute in this policy shall be resolved by the Chair.

DUTIES

Governance

- Ensure the preparation and adoption of appropriate Board policies

Planning

- Ensure [in partnership with the Board] the regular review and development of the Marketing Plan
- Ensure that appropriate standing orders are in place

Meetings

- With the Chair, prepare the agenda in advance of each Board meeting
- Organise meeting papers for distribution before the meeting
- Take minutes at each Board meeting and circulate to Board members
- Take minutes at each General Meeting and circulate to members of Collective Shout

Administrative & Management

- Serve on Board committees as required
- Maintain a register of members
- Handle the procedures for the admission of new members
- Handle the procedures for the resignation of members
- Handle the procedures for the discipline, suspension and expulsion of members
- Organise General Meetings and notify members in advance
- Receive nominations for positions on the Board
- Keep in their custody all books, documents and securities, and make them available to members as requested
- Liaise with relevant regulators (Consumer Affairs Victoria/Australian Charities and Not-for-Profits Commission)
- Personally carry out administrative duties as assigned by the Chair
- Provide written summary of Board meetings for staff members

Media

- Ensure preparation and adoption of a Media policy

Promotion

- Promote Collective Shout in the community as opportunities arise

Negotiation

- Serve [as nominated by the Board] in negotiation with other organisations

Legal

- Keep the Common Seal of Collective Shout

Other duties

- As for Board members (below)

POSITION STATEMENT: ORDINARY BOARD MEMBER

RESPONSIBILITIES

The Administration Manager shall be responsible for including this policy in the induction package provided to new Board members.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference in Board meetings.

The Board Chair shall be responsible for making a ruling on any point in dispute in this policy.

PROCEDURES

This policy shall be included in the induction package provided to new Board members.

A copy of this policy shall be available for reference in Board meetings. The Chair shall resolve any point in dispute in this policy.

DUTIES

General

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

Governance

- Consider, debate, and vote on issues before the Board on the basis of the best interests of Collective Shout only
- Comply with the rules, policies, and standing orders of Collective Shout

Planning

- Review and approve Collective Shout'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
- 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

- Serve on Board committees as required
- Review and approve Collective Shout's systems for financial control and risk management
- Undertake administrative duties as required
- Understand Collective Shout's finances (including solvency)

Media

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

Promotion

- Promote Collective Shout in the community as opportunities arise

Fundraising

- Participate enthusiastically in any fundraising approved by the Board

Legal & Ethical

- Avoid making any improper use of their position in Collective Shout so as to gain any material advantage for themselves, or for any other person, or to the detriment of Collective Shout
- Avoid making any improper use of any information acquired by virtue of their position in Collective Shout so as to gain any material advantage for themselves, or for any other person, or to the detriment of Collective Shout
- If they have any direct or indirect material personal interest in any contract with Collective Shout, inform the Board immediately
- If they have any direct or indirect material personal interest in any contract with Collective Shout, 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