

Physical Disability Australia (PDA) Board Office Bearer Policy (with Position Statements)

Policy Number	1.1	Implementation Date	01/02/2017
Drafted By	Simon Burchill	Review Date	01/02/2020
Person Responsible	PDA Manager		

INTRODUCTION

A Board operates more effectively if the Directors and office-bearers of the Board know their respective duties and obligations.

PURPOSE

This policy seeks to ensure that Directors and office-bearers of the Board know their respective duties and obligations.

POLICY

Directors and Office-bearers of the Board shall have the duties and obligations set out in Appendices below.

RESPONSIBILITIES

The PDA Manager shall be responsible for including this policy in the induction package provided to new Directors. This person shall be responsible for ensuring that a copy of this policy is available for reference in Board meetings.

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

RELATED DOCUMENTS

- Board Attendance Policy
- Conflict of Interest Policy

AUTHORISATION



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President
1 February 2017
Physical Disability Australia



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APPENDIX A – POSITION STATEMENT: PRESIDENT

Governance:

- Provide leadership to the organisation
- Ensure [in partnership with the Board] that the organisation's objectives, goals and mission are being followed
- Ensure [in partnership with the Board] that the organisation develops in the appropriate direction
- Ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion

Planning:

- Ensure [in partnership with the Board] the regular review and development of the Strategic Plan

Meetings:

- Ensure that all Directors are aware of the Board meeting conduct standards
- With the PDA Manager prepare the agenda in advance of the meeting
- Chair Board and Annual General Meetings according to the meeting conduct standards
- Rule on issues of meetings procedure not covered by the meeting conduct standards
- Report to the Annual General Meeting on the situation of the organisation

Administration & Management:

- Chair the Executive Committee between Board meetings
- Assign [in partnership with the Board] administrative duties to Directors, employees and volunteers
- Ensure that appropriate recruitment policies and procedures are in place for PDA Manager, other employees and volunteers
- Ensure that appropriate Human Resources policies and procedures are in place for PDA employees
- Manage the business of the Board
- Oversee the management of the recruitment, induction, and training of new Directors [in partnership with the Board]
- Manage [in partnership with the Board] the assessment, review and renewal of the Board
- Manage the organisation's grievance procedures
- Ensure the harmony of Board deliberations
- Manage [in partnership with the Board] the succession of the position of President

Public and Corporate Relations:

- Under the organisation's Social Media Policy, serve as spokesperson for the organisation as appropriate
- Promote the organisation in the community as opportunities arise
- Negotiate [as nominated by the Board] with other organisations

Legal:

- Ensure that
 - the modes of performance of all legal requirements are featured in the organisation's planning documents
 - the performance of all legal requirements are reported to the Board
 - the performance of all legal requirements are fully documented.
- Ensure that all legal requirements are met

Finance:

- With the Treasurer, ensure the organisation's financial control procedures are adequate and that risk management strategies are in place

Other Duties:

- As for Directors (below)

APPENDIX B – POSITION STATEMENT: BOARD TREASURER

Governance:

- Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
- Advise the Board on matters of finance
- Advise the Board on fundraising
- Ensure that appropriate financial policies and procedures are in place and fully documented

Planning:

- Ensure [in partnership with the Board] the regular review and development of the organisation's funding agreements

Meetings:

- Report to the Board at each meeting on the financial situation of the organisation
- Report to the Board at each meeting on variances from the approved budget
- With the PDA Manager, place any necessary financial items on the Board agenda in advance of the meeting
- Rule on issues of meetings procedure not covered in the Standing Orders
- Report to the Annual General Meeting on the financial situation of the organisation

Administration & Management:

- Serve on the Executive Committee between Board meetings
- Oversee the organisation's bookkeeping
- Oversee the organisation's banking
- With the President, oversee the Finance Officer in ensuring that the organisation's financial records are adequate, protected, backed up, and accessible.
- Oversee the maintenance of the organisation's asset register

Finance:

- Oversee the Finance Officer to ensure that the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- Oversee the Finance Officer to ensure that risk management strategies (including appropriate insurances) are in place
- Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation
- With the Finance Officer [in partnership with the Board], oversee the organisation's investment strategy and report to the Board
- Oversee the preparation of the Budget for the coming year
- Review income and expenditure against the budget on a continuous basis

Legal:

- With the PDA Manager and Finance Officer, ensure the organisation's compliance with all applicable tax arrangements

Other Duties:

- As for Board Directors (below)

APPENDIX C – POSITION STATEMENT: PDA MANAGER (IN THE ROLE OF BOARD SECRETARY)

Governance:

- Ensure the preparation of appropriate policies for approval by the Board

Planning:

- Ensure [in partnership with the Board] the regular review and development of the organisation's funding agreements
- Produce [in partnership with the Board] any organisational plans needed by the organisation
- Ensure that appropriate standing orders are in place

Meetings:

- Report to the Board at each meeting on the financial situation of the organisation
- Report to the Board at each meeting on variances from the approved budget
- With the PDA Manager, place any necessary financial items on the Board agenda in advance of the meeting
- Rule on issues of meetings procedure not covered in the Standing Orders
- Take minutes at each Board and Executive Committee meeting and circulate to Directors
- Take minutes at each General Meeting and circulate to members of the organisation

Administration & Management

- Maintain a register of PDA members
- Handle the procedures for the admission of new PDA members
- Under direction from the Board, handle the procedures for the discipline, suspension and expulsion of PDA members
- Organise General Meetings and notify PDA members in advance
- Receive nominations for positions on the Board
- Personally carry out administrative duties as assigned by the President

APPENDIX D – POSITION STATEMENT: VICE PRESIDENT

Governance:

- Provide leadership to the organisation in the President's absence

Meetings:

- Chair Board and according to the meeting conduct standards in the President's absence
- Serve on the Executive Committee between Board meetings

Public and Corporate Relations:

- Under the organisation's Social Media Policy, serve as spokesperson for the organisation as appropriate in the President's absence
- Negotiate [as nominated by the Board] with other organisations in the President's absence

Other Duties:

- As for Directors (below)

APPENDIX D – POSITION STATEMENT: ORDINARY DIRECTOR

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 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

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

Administration and Management:

- 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)

Public and Corporate Relations:

- Make comments to the media only as provided in the organisation's Media Policy
- Promote the organisation in the community as opportunities arise
- 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