



## BOARD POSITION DESCRIPTIONS

The below information provides detail about expected roles and responsibilities for Directors on the Board of ACHPER Victoria.

All nominations are welcome and experience in all facets of governance is not required. The Board is consists of up to nine (9) individuals working together as a team, complimenting each other's experience, skills and perspective.

Specifically, at our upcoming AGM in May 2021 the Board is seeking nominees with the following skills and/or experience:

Industry Skills:	Governance Skills:	Diversity and non-skills-based criteria:
Health and Physical Education Primary and/or Secondary practicing teacher	Risk and compliance oversight	Cultural diversity
Primary generalist/classroom teacher	Commercial experience	Teaching career stage diversity
Sport/Recreation education experience		
Health promotion sector knowledge		

### 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 in the best interests of the organisation only → Comply with the Constitution (rules), policies, and charters of the organisation
Finance	→ Regularly review the financial status of the organisation and ensure the organisation is solvent and making sound financial decisions → Review and authorise the operating budget annually
Planning	→ Review and approve the organisation's Strategic Plan, and other significant arrangements

Meetings	<ul style="list-style-type: none"> <li>→ Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence</li> <li>→ Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting</li> <li>→ Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate</li> </ul>
Administrative & Management	<ul style="list-style-type: none"> <li>→ Approach employees of the organisation (paid or unpaid) with the understanding the CEO or other senior staff will determine the work priorities of staff</li> <li>→ Serve on Board committees/portfolios as required</li> <li>→ Review and approve the organisation's systems for financial control and risk management</li> <li>→ Undertake administrative duties as required (not often)</li> <li>→ Liaise with the CEO and other staff through the appropriate systems as determined by the President and CEO (in partnership with the Board)</li> </ul>
Promotion	<ul style="list-style-type: none"> <li>→ Promote the organisation in the community as opportunities arise</li> </ul>
Legal & Ethical	<ul style="list-style-type: none"> <li>→ Avoid making any improper use of their position in the organisation to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation</li> <li>→ Avoid making any improper use of any information acquired by virtue of their position in the organisation to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation</li> <li>→ If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately</li> <li>→ If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board meeting on that issue</li> <li>→ 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</li> <li>→ At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus</li> </ul>

### **President** (this position is appointed from amongst the Board post the AGM)

Governance	<ul style="list-style-type: none"> <li>→ Provide leadership to the Board</li> <li>→ Ensure (in partnership with the Board) the organisation's objectives, goals and mission are being met</li> <li>→ Work with the CEO to ensure (in partnership with the Board) the organisation develops in the appropriate direction</li> <li>→ Work with the CEO to ensure (in partnership with the Board) the organisation operates in an ethically, environmentally, and socially responsible fashion</li> </ul>
Planning	<ul style="list-style-type: none"> <li>→ Oversee (in partnership with the Board) the regular review and development of the Strategic Plan</li> </ul>

Meetings	<ul style="list-style-type: none"> <li>→ Ensure appropriate meeting procedures are in place as according to the constitution</li> <li>→ With the Secretary and/or the CEO, prepare the agenda in advance of the meeting</li> <li>→ Chair Board meetings according to the appropriate procedures as determined by the constitution</li> <li>→ Rule on issues of meetings procedure not covered in the constitution</li> <li>→ Report to the Annual General Meeting on the situation of the organisation</li> <li>→ Chair General Meetings according to the constitution</li> </ul>
Administrative & Management	<ul style="list-style-type: none"> <li>→ Chair the Executive Committee (consisting of the President, Vice-President and CEO) between Board meetings as necessary</li> <li>→ Serve on Board committees/portfolios as required</li> <li>→ Liaise with Board committee/portfolio chairs and report to the Board where appropriate</li> <li>→ Ensure appropriate personnel policies and procedures are in place for CEO</li> <li>→ Oversee the annual performance review of the CEO</li> <li>→ Oversee the succession of the CEO</li> <li>→ Oversee the management of the business of the Board</li> <li>→ Oversee the management of the recruitment, induction, and training of Board members</li> <li>→ Oversee the management of the assessment, review and renewal of the Board</li> <li>→ Oversee the management of the organisation's grievance procedures</li> <li>→ Ensure harmony of Board deliberations</li> <li>→ Manage (in partnership with the Board) the succession of the position of President/Chair</li> <li>→ Serve as liaison with the CEO and, through them, to the staff</li> <li>→ In consultation with the CEO, report to the Board on staff management issues</li> <li>→ In consultation with the CEO, draw up CEO succession policy</li> </ul>
Media	<ul style="list-style-type: none"> <li>→ Under the organisation's Media Policy, serve as spokesperson for the organisation as appropriate</li> </ul>
Promotion	<ul style="list-style-type: none"> <li>→ Promote the organisation in the community as opportunities arise</li> </ul>
Negotiation	<ul style="list-style-type: none"> <li>→ Work with the CEO in negotiation with other organisations; report to the Board</li> </ul>
Legal	<ul style="list-style-type: none"> <li>→ Oversee the CEO to ensure; <ul style="list-style-type: none"> <li>• all legal requirements and compliances of the organisation are met</li> <li>• the performance of all legal requirements is reported to the Board</li> <li>• the performance of all legal requirements is fully documented.</li> </ul> </li> </ul>
Finance	<ul style="list-style-type: none"> <li>→ Oversee the CEO to ensure that the organisation's financial control procedures are adequate and risk management strategies are in place</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>→ As for Ordinary Board members (listed above)</li> </ul>

### **Vice President** (this position is appointed from amongst the Board post the AGM)

Governance	<ul style="list-style-type: none"> <li>→ Provide leadership support to the president</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>→ Chair meetings in the absence of the President</li> </ul>
Administrative & Management	<ul style="list-style-type: none"> <li>→ Act as a member of the Executive Committee (consisting of the President, Vice-President and CEO) and attend meetings as necessary</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>→ As for Ordinary Board members (listed above)</li> </ul>

## General Information

- Ordinary Directors must be current financial members of ACHPER at time of nomination and for the duration of service.
- All board positions are voluntary.
- Ordinary Directors serve a term of 2 years and can renominate for a maximum total of 8 years' service.
- New Directors receive an Induction Kit which includes information on policies and practices of the Board and the Branch.
- If the number of nominees exceeds the number to be elected, a ballot must be held where members cast a vote.
- If the number of nominees is less than or equal to the number to be elected the nominees will be declared elected subject to confirmation by the members at the AGM.

Further information can be found on the [ACHPER Victoria website](#).

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