

POSITION STATEMENT: BOARD DIRECTOR

General

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

Actively lead and contribute to projects identified by the Board and commit to delivering positive outcomes for the Noosa Biosphere Reserve.

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 (Operational Plan, Strategic Plan, Marketing Plan, Project Plans etc).

Meetings

Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence and provide proxy.

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

Approach employees of the organisation (paid or unpaid) only through the Chair or Executive Coordinator.

Serve on Board committees as required.

Review and approve the organisation's systems for financial control and risk management.

Understand the organisation's finances (including solvency).

Media

Make comments to the media only as provided in the organisation's Media and Communications Policy.

Promotion



Under the organisation's Media and Communications Policy promote the organisation 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 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.