

Position Description

Board - General Member (Volunteer)



Board Overview

The Board is the planning and decision-making group for Physical Disability Rugby League Australia Inc. (the Association), which trades as NSW Physical Disability Rugby League Association Inc. The Board manages the Association’s business and activities on behalf of the members. Board meetings are usually at the home ground (Cabramatta Rugby League Club) and to satisfy financial reporting on the second Monday of each month.

Under the Constitution, the Board can consist of elected and appointed members with director positions for treasurer, public officer and secretary. After this, portfolios and/or titles to directors are allocated to suit the internal and external operating environment and according to the skills, expertise, experience and qualifications of directors at any given time. Ad hoc and standing committees are formed as required from Board members, Association members and non-members with specialist skills or knowledge in the issue. These groups cannot make decisions on behalf of the Board and meet between Board meetings and operate under specified terms of references, reporting recommendations and seeking whole Board approval at the next available Board meetings.

<p>Position Key Result Areas -</p> <ul style="list-style-type: none"> • Leadership • Governance • Legal and Ethical issues • Administration • Strategic Planning • Financial Management • Risk Management • Media • Promotion • Fundraising 	<p>Position Overview –</p> <ol style="list-style-type: none"> 1. demonstrate leadership, make decisions and carry out actions 2. set objectives, define policy, develop strategic long-term direction 3. monitor the performance of the Association against agreed goals 4. comply with the Constitution, rules and laws 5. monitor the performance of themselves and others (individuals, taskforces, committees and volunteers) 6. apply the Association’s culture, respect and ethics into activities and communication 7. foster and promote the Association’s vision and mission 8. ensure current plans and actions provide for continuity (Board succession, fundraising, marketing etc.) 9. manage risk 10. review finances 11. define roles/responsibilities and delegations of teams and individuals 12. communicate with members and other stakeholders.
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Essential Qualities, Skills and Competencies

A Board member must -

- be able to provide a relevant, current Working with Children Check (WWCC).

A Board member must be able to demonstrate they are -

- reliable and able to attend all meetings
- able to keep confidential matters confidential, including when no longer a Board member
- able to gain an understanding of the purpose and vision of the Association
- able to understand the Association Constitution, By-laws, policies, procedures and guidelines
- able to understand and contribute to the core work of the Board
- able to work successfully within a team
- able to show leadership and act in accordance with core values, the Constitution, By-laws, set policies, procedures and guidelines and relevant legal Acts
- able to gain an understanding of and contribute to planning and implementation of the Association’s strategic, financial, risk, marketing, fundraising and governance matters

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- able to act as an entrepreneur – look for opportunities that can advance the Board’s cause
- able to make decisions in the best interests of the Association that exclude personal gain for themselves or those known to them personally or through business
- act in an inclusive and respectful manner to all stakeholders
- a good communicator and advocate of the Association
- open to undertake training as necessary
- up-to-date with technology and communication software.

Duties

Administration	<ul style="list-style-type: none"> • Undertake induction and any training procedures as directed by the Board • Serve on Board taskforces, project groups and committees as required • Attend all meetings • Advise in advance if unable to attend a Board meeting – following the procedures set out by the Constitution • Read and understand Board papers circulated in advance of meetings and consider issues prior to the meeting • Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate • Undertake administrative duties as required
Leadership	<ul style="list-style-type: none"> • To act according to the values and mission of the Association • To set the standard, cultivate and model a positive and inclusive culture within the membership and Board
Governance	<ul style="list-style-type: none"> • Understand the role of a Board member • Understand and comply with the Constitution, rules, policies, and standing orders of the organisation • Consider, debate, and vote on issues before the Board solely based on the best interests of the organisation • Notify the Board in advance of discussions and voting of any pecuniary or non-pecuniary conflicts of interests and leave the meeting during discussions and voting regarding your conflict of interest
Legal and Ethical	<ul style="list-style-type: none"> • Avoid making any improper use of their position in the Association to gain any material or otherwise advantage for themselves, or for any other person, or to the detriment of the Association • Avoid making any improper use of any information acquired through their position in the Association to gain any material or otherwise advantage for themselves, or for any other person, or to the detriment of the Association and its members • Inform the Board immediately, of any direct or indirect pecuniary interest in relation to any contracts with the Association and not vote in the Board on that issue • Inform the Board immediately and follow the Board’s rulings as to proper procedure if they have any non-pecuniary conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, • At all times conduct Board business civilly and with consideration for others, without ill feeling, improper bias, or hostility
Planning	<ul style="list-style-type: none"> • Review, participate in discussions and approve the Association’s strategic, marketing, fundraising, risk, financial, competition, business etc planning
Management	<ul style="list-style-type: none"> • Review, understand and approve the Association’s organisational systems for governance, financial control and risk management
Media	<ul style="list-style-type: none"> • Only make comments to the media only as prescribed in the Association’s Media Policy
Promotion	<ul style="list-style-type: none"> • Promote the Association in the community as opportunities arise
Fundraising	<ul style="list-style-type: none"> • Participate professionally and efficiently in any fundraising approved by the Board

This position description has been read and agreed to by –

Volunteer’s Name and signature

Date -----