

# Coast Community Broadcasters Inc.

Trading as



**todayscountry94one**

## BOARD OFFICE-BEARER POLICY

Policy number	2	Version	2
Drafted by	Colin links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	April 2021

### INTRODUCTION

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

### PURPOSE

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

### POLICY

Members and Office-bearers of the Board shall have the duties and obligations set out in Appendix #1, below.

### AUTHORISATION



Secretary

January 15 2020

**todayscountry94one**

# Coast Community Broadcasters Inc.

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## BOARD OFFICEBEARER PROCEDURES

Procedures number	2	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	Apr 2021

### RESPONSIBILITIES

The Chairman 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.

### ROLE, RESPONSIBILITIES AND EXPECTATIONS OF THE BOARD

The role of the Board Members is to control the affairs of Coast Community Broadcasters Inc. This includes:

- Providing effective leadership
- Setting strategic directions and objectives
- Ensuring that the services to the community are of high quality, including effectiveness and efficiency
- Provide an independent perspective in decisions affecting the service
- Define policy
- Ensure that the organisation is being well managed and an appropriate organisational structure is in place
- Ensure that ethical and conduct standards are being met

### RESPONSIBILITIES

The Board must also ensure its accountability is fulfilled by addressing its corporate, legal, financial and audit responsibilities and be aware of the need to exercise reasonable care, skills and diligence in carrying out their duties.

The Board Members must understand and be aware of:

- Their liabilities, obligations and protections under Organisation Law and other Federal, State legislation or common law.
- Occupational Health and Safety liabilities, obligations and protections under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2017* and updates to the Act and Regulations.

- The responsibilities and reporting requirements imposed by funding agreements with government or other agencies.
- The delegations of authority that exist within the Organisation and whether they are being exercised properly.

## EXPECTATIONS

All Board Members are expected to:

- Attend Board meetings
- Read minutes, reports and other papers necessary for Directors
- Learn and know about the Organisation
- Demonstrate loyalty and support for the Organisation publicly;
- Be supportive of staff;
- If a subcommittee is required, be prepared to be involved.
- Participate in the planning of the Organisation
- Be prepared to attend functions sponsored by the Organisation.

## PROCEDURES

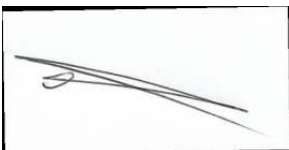
This policy shall be included in the induction package provided to new Board members.

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.

## RELATED DOCUMENTS

## AUTHORISATION



Colin Links  
Chairman  
January 15 2020

**todayscountry94one**

## POSITION STATEMENT: BOARD CHAIR

<b>Small Organisations</b>	
Statutory duties (i.e. those specifically required by law) are given in <b>bold type</b>	
<b>Governance</b>	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
<b>Planning</b>	<i>Produce [in partnership with the Board] a Strategic Plan for the organisation</i>
	Ensure [in partnership with the Board] the regular review and development of the Strategic Plan
<b>Meetings</b>	Ensure that appropriate standing orders are in place
	With the Secretary, prepare the agenda in advance of the meeting
	<b>Chair Board meetings according to Standing Orders</b>
	Rule on issues of meetings procedure not covered in the Standing Orders
	Report to the Annual General Meeting on the situation of the organisation
	<b>Chair General Meetings according to Standing Orders</b>
<b>Administrative &amp; Management</b>	Chair the Executive Committee between Board meetings
	Assign [in partnership with the Board] administrative duties to Board members and volunteers
	Personally carry out administrative duties as assigned
	Manage the business of the Board
	Manage the recruitment, induction, and training of Board members [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 Chair
<b>Media</b>	Under the organisation's Media Policy, serve as spokesperson for the organisation as appropriate
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Negotiation</b>	Serve [as nominated by the Board] in negotiation with other organisations
<b>Legal</b>	Ensure that all legal requirements are met
<b>Finance</b>	With the Treasurer, ensure the organisation's financial control procedures are adequate and that risk management strategies are in place
<b>Other duties</b>	As for Board members (below)

## POSITION STATEMENT: BOARD TREASURER

<b>Governance</b>	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
	<i>Ensure that appropriate financial policies and procedures are in place and fully documented</i>
<b>Planning</b>	<i>Produce [in partnership with the Board] a Business Plan for the organisation</i>
	Ensure [in partnership with the Board] the regular review and development of the Business Plan
<b>Meetings</b>	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 Secretary, place any necessary financial items on the Board agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of the organisation
<b>Administrative &amp; Management</b>	Serve on the Executive Committee between Board meetings
	Personally carry out financial duties as assigned
	Keep the books of the organisation
	Ensure the organisation's financial records are adequate, protected, backed up, and accessible.
	Manage the organisation's banking
	Maintain the organisation's asset register
<b>Finance</b>	Ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	Ensure that risk management strategies (including appropriate insurances) are in place
	<b>Collect and receive all money due to the organisation and make all payments authorised by the organisation</b>
	Oversee the organisation's investment strategy and report to the Board
	Prepare the Budget for the coming year
	Review income and expenditure against the budget on a continuous basis
<b>Legal</b>	Ensure the organisation's compliance with all applicable tax arrangements
<b>Other duties</b>	As for Board members (below)

## POSITION STATEMENT: BOARD SECRETARY

<b>Governance</b>	<i>Ensure the preparation and adoption of appropriate Board policies</i>
<b>Planning</b>	Ensure that appropriate standing orders are in place
<b>Meetings</b>	Organise the venue for Board meetings
	With the Chair, prepare the agenda in advance of each Board meeting
	Organise meeting papers for distribution before the meeting
	<b>Take minutes at each Board meeting and circulate to Board members</b>
	<b>Take minutes at each General Meeting and circulate to members of the organisation</b>
<b>Administrative &amp; Management</b>	Serve on the Executive Committee between Board meetings
	Serve on Board committees as required
	<b>Handle the procedures for the resignation of members</b>
	<b>Handle the procedures for the discipline, suspension and expulsion of members</b>
	<b>Organise General Meetings and notify members in advance</b>
	<b>Receive nominations for positions on the Board</b>
	Personally carry out administrative duties as assigned by the Chair
<b>Media</b>	<i>Ensure preparation and adoption of a Media policy</i>
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Negotiation</b>	Serve [as nominated by the Board] in negotiation with other organisations
<b>Other duties</b>	As for Board members (below)
	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

## POSITION STATEMENT: PUBLIC OFFICER BOARD MEMBER

	<b>Small</b>
<b>General</b>	On being elected to the Board, undertake induction and training procedures as provided by the Board
<b>Governance</b>	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
<b>Planning</b>	Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc.)
<b>Meetings</b>	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
<b>Administrative &amp; Management</b>	Serve on Board committees as required
	<b>Maintain a register of members – Public Officer duty in Constitution</b>
	<b>Handle the procedures for the admission of new members – Membership Officer</b>
	<b>Keep in their custody all books, documents and securities, and make them available to members as requested – Public Officer Duty</b>
	Liaise with relevant regulators (Consumer Affairs Victoria/Australian Charities and Not-for-Profits Commission) – Public Officer Duty
	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)
<b>Media</b>	Make comments to the media only as provided in the organisation's Media Policy
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Fundraising</b>	Participate enthusiastically in any fundraising approved by the Board
<b>Legal</b>	<b>Keep the Common Seal of the organisation – Public Officer Duty</b>
<b>Other duties</b>	As for Board members (below)
	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

## POSITION STATEMENT: ORDINARY BOARD MEMBER

	<b>Small</b>
<b>General</b>	On being elected to the Board, undertake induction and training procedures as provided by the Board
<b>Governance</b>	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
<b>Planning</b>	Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc.)
<b>Meetings</b>	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
<b>Administrative &amp; Management</b>	Serve on Board committees as required
	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)
<b>Media</b>	Make comments to the media only as provided in the organisation's Media Policy
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Fundraising</b>	Participate enthusiastically in any fundraising approved by the Board
<b>Legal &amp; Ethical</b>	<b>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</b>
	<b>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</b>
	<b>If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately</b>
	<b>If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue</b>
	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