



DRAFT

Board Office Bearer Policy and Position Statement

Policy number		Version	0.3
Drafted by	A Pestell & A Stephan	Approved by Board on	
Responsible person	Board Secretary	Scheduled review date	

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 Appendices A to E, below.

AUTHORISATION

<Signature of President>

<Date of approval by the Board>

Women and Firefighting Australasia Inc.



DRAFT

Board Office Bearer Procedures

Procedures number		Version	0.1
Drafted by	A Pestell & A Stephan	Approved by Board on	
Responsible person	Board Secretary	Scheduled review date	

RESPONSIBILITIES

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

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

- [WAFA Standing Orders](#)
- [Conflict of Interest Policy](#)

AUTHORISATION

<Signature of Board Secretary>

<Date of approval by the Governance Committee>

<Date>

APPENDIX A

POSITION STATEMENT: BOARD CHAIR

Governance	Provide leadership to WAFAs and WAFAs board
	Ensure [in partnership with the Board] that WAFAs's objectives, goals and mission are being followed
	Ensure [in partnership with the Board] that WAFAs develops in the appropriate direction
	Ensure [in partnership with the Board] that WAFAs operates in an ethically, environmentally and socially responsible fashion
Planning	<i>Produce</i> [in partnership with the Board] a <i>Strategic Plan for WAFAs</i>
	Ensure [in partnership with the Board] the regular review and development of the Strategic Plan
Meetings	Ensure that appropriate standing orders are in place
	With the Secretary, prepare the agenda in advance of the meeting
	Chair Board meetings according to Standing Orders
	Rule on issues of meetings procedure not covered in the Standing Orders
	Report at the Annual General Meeting on the situation of WAFAs
	Chair General Meetings according to Standing Orders
Administrative & Management	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 WAFAs's grievance procedures
	Ensure the harmony of Board deliberations
Manage [in partnership with the Board] the succession of the position of Chair	
Media	Under WAFAs's Media Policy, serve as spokesperson for WAFAs as required
Promotion	Promote WAFAs in the community as opportunities arise

Negotiation	Serve [as nominated by the Board] in negotiations with other organisations
Legal	Ensure that <ul style="list-style-type: none"> • the modes of performance of all legal requirements are featured in the procedures manual • the performance of all legal requirements is reported to the Board • the performance of all legal requirements is fully documented
	Ensure that all legal requirements are met
Finance	With the Treasurer, ensure WFA's financial control procedures are adequate and that risk management strategies are in place
Other duties	As per 'Board members' (below)

APPENDIX B

POSITION STATEMENT: BOARD TREASURER

Governance	Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of WAFAs
	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	Produce [in partnership with the Board] a Business Plan for WAFAs
	Ensure [in partnership with the Board] the regular review and development of the Business Plan
Meetings	Report to the Board at each meeting on the financial situation of WAFAs
	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 at the Annual General Meeting on the financial situation of WAFAs
Administrative & Management	Serve on the Executive Committee between Board meetings
	Serve on Board committees as required
	Personally carry out financial duties as assigned
	Keep the books and accounts of WAFAs
	Ensure WAFAs's financial records are adequate, protected, backed up and accessible.
	Manage WAFAs's banking
	Maintain WAFAs's asset register
Finance	Collect and receive all money due to WAFAs and make all payments authorised by WAFAs
	Ensure that risk management strategies (including appropriate insurances) are in place
	Ensure WAFAs's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	Oversee WAFAs'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
Legal	Ensure WAFAs's compliance with all applicable tax arrangements
Other duties	As per 'Board members' (below)

Policies can be established or altered only by the Board: Procedures may be altered by the Governance Committee.

APPENDIX C

POSITION STATEMENT: BOARD SECRETARY

Governance	Ensure the preparation and adoption of appropriate Board policies
Planning	Produce [in partnership with the Board] a Marketing Plan for WAFA
	Ensure [in partnership with the Board] the regular review and development of the Marketing Plan
	Ensure that appropriate standing orders are in place
Meetings	Organise [as applicable] 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
	Take minutes at each Board meeting and circulate to Board members
	Take minutes at each General/Annual General Meeting and circulate to members of WAFA
Administrative & Management	Serve on the Executive Committee between Board meetings
	Serve on Board committees as required
	Handle the procedures for the admission of new members
	Handle the procedures for the resignation of members
	Handle the procedures for the discipline, suspension and expulsion of members
	Organise General Meetings and notify members in advance
	Receive nominations for positions on the Board
	Liaise with relevant regulators (Fair Trading NSW/Australian Charities and Not-for-Profits Commission)
	Personally carry out administrative duties as assigned by the Chair
Media	Ensure preparation and adoption of a Media policy
Promotion	Promote WAFA in the community as opportunities arise
Negotiation	Serve [as nominated by the Board] in negotiations with other organisations
Legal	Keep the Common Seal of the organisation
Other duties	As per 'Board members' (below)

APPENDIX D

POSITION STATEMENT: PUBLIC OFFICER

Governance	Be the official point of contact for the organisation and one of the authorised signatories, however not necessarily for the organisations bank accounts
Planning	Collects all organisational documents from former board members and delivers the documents to the new board member
	Returns all organisational documents to a board member of the organisation within 14 days upon vacating the public officer's role
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
Administrative & Management	Serve on Board committees as required
	Keep in their custody all books, documents and securities and make them available to members as required
	Maintain a register of members
	Personally carry out administrative duties as assigned by the Chair
Media	Be the official point of contact for the organisation, including taking delivery of any documents served onto the organisation and bringing them to the attention of the board as soon as practicable
Promotion	Promote WAFA in the community as opportunities arise
Negotiation	Serve [as nominated by the board] in negotiations with other organisations
Legal	Must be a resident of NSW and at least 18 years of age
	Must resign the position of public officer if he/she ceases to be a resident of NSW
	Must notify Fair Trading within 28 days of taking office
	Takes custody of any documents as required by the constitution
	Notifies Fair Trading within 28 days of any change in the organisation's official address within 28 days
Other duties	As per board members below

APPENDIX E

POSITION STATEMENT: ORDINARY BOARD MEMBER

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 Wafa only
	Comply with the rules, policies, and standing orders of Wafa
Planning	Review and approve Wafa's Strategic Plan and other consequential arrangements (Business Plan, Marketing Plan, etc)
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
Administrative & Management	Serve on Board committees as required
	Review and approve Wafa's systems for financial control and risk management
	Undertake administrative duties as required
	Understand Wafa's finances (including solvency)
Media	Make comments to the media only as provided in Wafa's Media Policy
Promotion	Promote Wafa 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 Wafa so as to gain any material advantage for themselves, or for any other person, or to the detriment of Wafa
	Avoid making any improper use of any information acquired by virtue of their position in Wafa so as to gain any material advantage for themselves, or for any other person, or to the detriment of Wafa
	If they have any direct or indirect material personal interest in any contract with Wafa, inform the Board immediately
	If they have any direct or indirect material personal interest in any contract with Wafa, 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