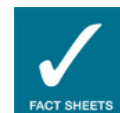


Lake Macquarie Sustainable Neighbourhood Alliance

Board Roles and Responsibilities

Updated November 2012



About the Alliance Board

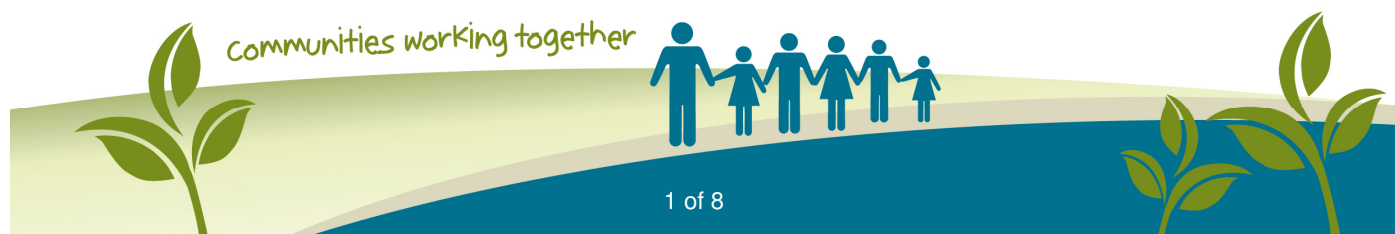
The Board of the Alliance plays a very important role to support the Sustainable Neighbourhood network, and the fantastic activities and projects of Sustainable Neighbourhood groups.

We are always looking for conscientious Board members who are able to contribute their time, skills and energy to making the Sustainable Neighbourhood network all that it can be. Board members play an integral role in providing leadership, encouragement and practical support to Alliance members and their groups, and in ensuring that the Alliance fulfils its objectives and takes a strategic approach.

This document sets out to clarify the role of Board members, and to give Board members an understanding of what is expected and legally required of these roles in an incorporated association. While it may look like a daunting list, keep in mind that in practice, the Alliance Secretariat handles many of these administrative tasks. Ultimately, the Board is responsible for overseeing that these things happen.

Yellow highlights – Policies, Plans or Procedures that don't yet exist

Green highlights – These tasks are currently directly support by the Secretariat



Role of the Alliance

The main purpose of the Alliance is to support and represent Sustainable Neighbourhood groups across Lake Macquarie.

The role of the Alliance is to assist Sustainable Neighbourhood Groups to operate and implement their SNAPs, including to:

- Develop and manage relevant policies, procedures, and resources. For example, assisting groups to implement risk management strategies.
- Sponsor funding applications, and otherwise raise funds where appropriate, and administrate funding on behalf of local groups.
- Encourage and facilitate cooperation and sharing of resources and information amongst local groups and other organisations
- Develop, coordinate and implement projects that address issues and aspirations common to all member groups
- Present a united voice on Sustainable Neighbourhood issues

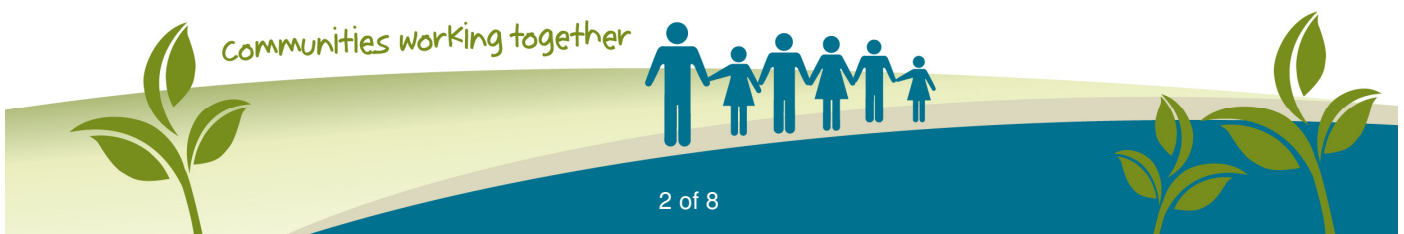
Further information about the Alliance, along with previous meeting minutes are available at: www.sustainableneighbourhoods.org.au/the-alliance.html.

The Alliance Board

The Alliance is an incorporated association under the *Associations Incorporation Act 2009*. The NSW Department of Fair Trading is responsible for administering the Act. Their website, www.fairtrading.nsw.gov.au contains fact sheets and other information about the laws and procedures relating to incorporated associations.

The Alliance is governed by a Board of twelve elected representatives from the membership of local Sustainable Neighbourhood groups. The Board members represent the collective interests of the Lake Macquarie Sustainable Neighbourhood network, rather than the interest of their local group. The Board's primary responsibility is to ensure the Alliance is able to effectively operate and achieve its objectives.

Our Community has a wealth of information for potential Board members, and managing the Board of a community group: www.ourcommunity.com.au/boards/boards_main.jsp



Duty statement – All Board Members

General

- Conduct themselves in a professional manner giving due deference to the views of others.
- Be committed to implementing the objectives of the Alliance, and be genuinely supportive of the initiatives, and objectives of the Sustainable Neighbourhoods Program.
- Be committed to, and actively involved in pursuing the program's objectives.
- Represent the interests of the Sustainable Neighbourhoods network as a whole, rather than just their local Sustainable Neighbourhood group.
- On being elected to the Board, undertake induction and training procedures as provided by the Board
- Actively participate in the day-to-day business of the Board, including regularly attending Board meetings, responding to email correspondence, and participating in considered discussion, and decision-making
- Alert the Board if expecting to be unavailable for a considerable time (eg more than two weeks), or is otherwise unable to participate in Board business as expected

Governance

- Consider, debate, and vote on issues before the Board on the basis of the best interests of the Alliance and the Sustainable Neighbourhood network only
- Comply with the rules, policies, and procedures of the Alliance

Planning

- Review and approve the Alliance'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 Board 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

- Actively participate in the projects and activities of the Board to pursue the objectives of the Alliance.
- Review and approve the organisation's systems for financial control and risk management
- Undertake administrative duties as required

Media and Promotion

- Make comments to the media only as provided in the organisation's **Media Policy**
- Promote the Alliance and the Sustainable Neighbourhoods network in the community as opportunities arise

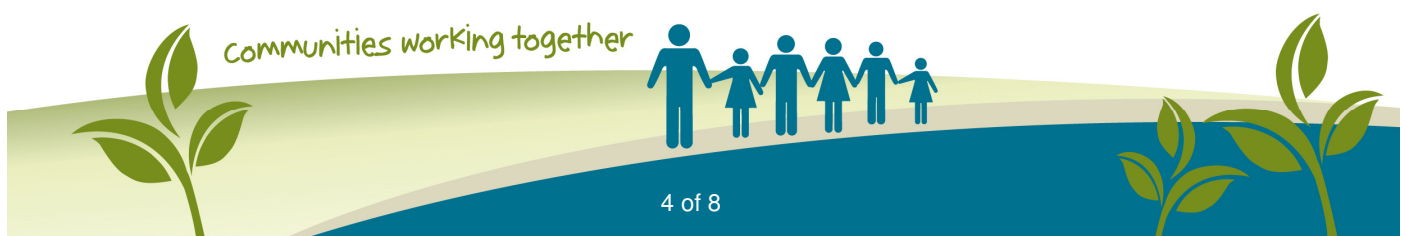
Fundraising

- 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 Alliance and/or the Sustainable Neighbourhood network
- 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 Alliance and/or the Sustainable Neighbourhood network
- If they have any direct or indirect pecuniary interest in any contract with the organisation, inform the Board immediately
- If they have any direct or indirect pecuniary interest in any contract with the organisation, not vote in the Board on that issue
- 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, 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, or improper bias.



Specific duties - Duty Statement - Chair

Governance

- Provide leadership to the Alliance and the Sustainable Neighbourhoods network
- Ensure (in partnership with the Board) that the Alliance's objectives, goals and mission are being followed
- Ensure (in partnership with the Board) that the Alliance operates in an ethically, environmentally, and socially responsible fashion

Planning

- Produce [in partnership with the Board] a Strategic Plan for the organisation
- Ensure [in partnership with the Board] the regular review and development of the Strategic Plan

Meetings

- Ensure that appropriate operating procedures are in place
- With the Secretary, prepare the agenda in advance of each Board meeting
- Chair Board meetings according to accepted procedures
- Rule on issues of meetings procedure as they arise
- Report to the Annual General Meeting on the situation of the Alliance

Administrative & Management

- Assign (in partnership with the Board) administrative duties to Board members and volunteers
- 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 grievance procedures
- Ensure the harmony of Board deliberations
- Manage (in partnership with the Board) the succession of the position of Chair
- Monitor and manage the email account: chair@sustainableneighbourhoods.org.au

Media and Promotion

- Serve as the primary spokesperson for the Alliance

Legal

- Ensure that all legal requirements are met

Finance

- With the Treasurer, ensure the Alliance's financial control procedures are adequate and that risk management strategies are in place

Other duties

- Sit on the Council Committee for the Environmental Sustainability Grants
- As for all Board Members



Specific Duties – Duty Statement - Secretary

Governance

- Ensure the preparation and adoption of appropriate Board policies and procedures

Planning

- Produce [in partnership with the Board] a Marketing Plan for the organisation
- Ensure [in partnership with the Board] the regular review and development of the Marketing Plan

Meetings

- 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
- Take minutes at each Board meeting and circulate to Board members via email, within 7 days.
- Take minutes at each General Meeting and circulate to members of the Alliance via email within 7 days

Administrative & Management

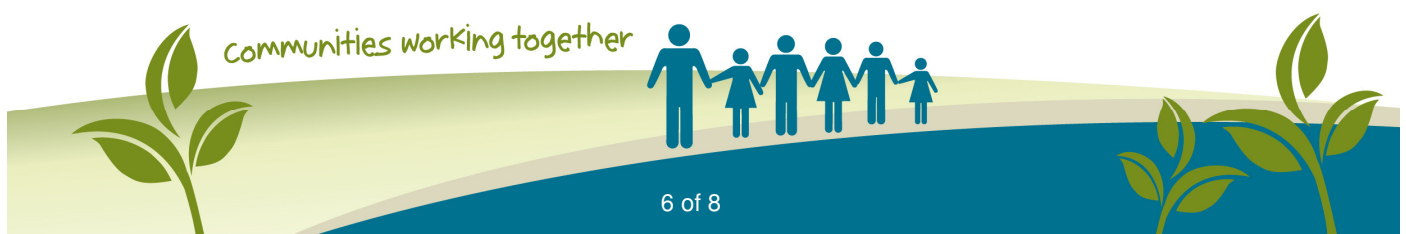
- Maintain a register of members
- Handle the procedures for the admission of new members
- Handle the procedures for the resignation of members
- Handle the procedures for the discipline, suspension and expulsion of members
- Organise General Meetings and notify members in advance
- Receive nominations for positions on the Board
- Maintain official records of the Alliance (eg meeting minutes, correspondence), and make them available to members as requested
- Monitor and manage the email account: secretary@sustainableneighbourhoods.org.au.
- Upload most recent meeting minutes onto website, along with next meeting date.
- 1 week prior to scheduled meeting, email Board members to confirm meeting time and place. Attach last meeting minutes and draft agenda, and request confirmation of member's attendance and any other agenda items.

Media and Promotion

- Ensure preparation and adoption of a Media policy

Other duties

- As for all Board members



Specific Duties – Duty Statement - Treasurer

Governance

- Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the Alliance
- 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 the Alliance
- 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 the Alliance
- 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 Alliance

Administrative & Management

- Personally carry out financial duties as assigned
- Keep the books of the Alliance
- Ensure the Alliance's financial records are adequate, protected, backed up, and accessible.
- Manage the Alliance's banking
- Maintain the Alliance's asset register
- Monitor and manage the email account: treasurer@sustainableneighbourhoods.org.au.

Finance

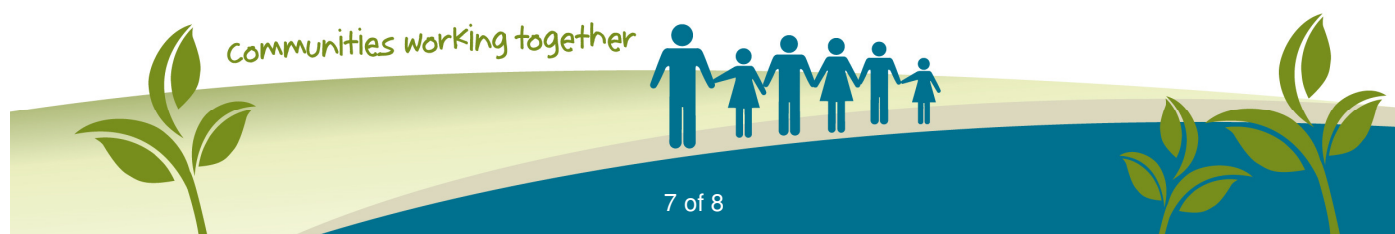
- Ensure the Alliance's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- Ensure that risk management strategies (including appropriate insurances) are in place
- Collect and receive all money due to the Alliance and make all payments authorised by the Alliance
- Oversee the Alliance'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 the Alliance's compliance with all applicable tax arrangements

Other duties

- As for Board members (below)



Specific Duties – Duty Statement – Public Officer

A public officer is the official point of contact of an incorporated association and one of the authorised signatories.

The responsibilities of a public officer are set out through the Associations Incorporation Act 2009. The public officer is responsible for:

- notifying NSW Fair Trading of any change in the association's official address within 28 days
- collecting all association documents from former committee members and delivering the documents to the new committee member
- returning all association documents to a committee member within 14 days, upon vacating office
- acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible,
- custody of any documents as required by the constitution.

In addition, the public officer for the Alliance is also responsible for monitoring and managing the email account: publicofficer@sustainableneighbourhoods.org.au.

