

Board roles

The role of every Board Member is to ensure the House, for which you are responsible on behalf of the membership of the Association and the community, fulfills its purpose.

Steve Bowman from "Conscious Governance" summarises Board duties to be:



Stay awake



Ask questions



Read your papers



Follow the Constitution

The usual designated Executive roles within the Board include:



President
(or Chairperson)



Vice President
(or Vice Chairperson)



Secretary



Treasurer



Public Officer

The whole Board is responsible for the finances — everyone is responsible for the money!

The Board should discuss a decision thoroughly, allowing everyone who wishes to have the opportunity to contribute, before making a decision.

Only decisions of the whole Board are binding on the Manager. No one Board member, including the President, is able to direct the Manager.

Separate your role as a Board member from other volunteer roles in the House.



The guiding question for all Board Members should be:
“How will this assist the House to fulfill its purpose?”

SNAPSHOT OF DUTIES

Chairperson

- Provides leadership and direction to the Board
- Facilitates the meetings and discussions
- Keeps Board focused on governance
- Is key liaison/support for the Manager

Secretary

Ensures:

- the safety and accuracy of all Board records
- the annual report to the House Members is prepared
- the annual report and financials are lodged correctly
- the Members' register is maintained and updated

Vice Chair

- Knows the Chairperson role so can perform these duties in the Chair's absence

Public Officer

- Acts as the House's official person on whom any legal notices are served
- Ensures that the House is acting within the rules of its Constitution

Treasurer

Ensures:

- all House income is banked
- accounts and wages are paid
- financial reports are prepared

Wear one hat at a time!

