



NHT Board Position Description 2016

Roles of Board Members

- Strategic planning – setting and reviewing the goals of NHT in consultation with the Members and other key stakeholders.
- Financial oversight – approving the annual budget, monitoring financial performance, making major financial decisions and ensuring there is accurate financial reporting.
- Oversight of the Executive Officer – appointing, working with, and reviewing performance of the EO, particularly against the achievement of the Strategic Plan set by the Board.
- Developing policies – overseeing the development, approving and regularly reviewing policies for all aspects of NHT.
- Complying with the law – ensuring that NHT complies with all aspects of the law, including legislation covering such areas as employment, taxation and occupational health and safety.
- Risk management – ensuring major risks are identified and managed.
- Member relations – building relationships and communicating with the Member Houses.
- Regional Meetings – attending, chairing where necessary, and reporting from and to the regional meetings.
- Connect with Member Houses between meetings to be informed of their issues
- Promoting NHT – acting as a positive ambassador for NHT to Houses and the broader community.

Reporting to members, the community and other stakeholders at the Annual General Meeting.

Responsibilities of Board Members

- Attend 7 Board meetings a year & 2 day board retreat
- Prepare for Board meetings and activities of NHT, participate in discussions, ask questions, volunteer for tasks, and bring concerns to the Board in a constructive way.
- If unable to attend Board meetings ensure that feedback on agenda/discussions is provided to chair prior to meeting
- Maintain a good understanding of NHT, what it does and how it does it.
- Adhere to the Code of Ethics, and the Policies and Procedures of NHT
- Understand the Neighbourhood Houses Strategic Framework, the role of our Members and their needs.
- Commit to House objectives.
- Act always in the best interests of NHT.
- Accept and support majority decisions when issues are voted on.
- Treat people respectfully

- Support other Board members and staff

Similarly, members of the Board must collectively:

- Work as a team
- Adopt vision and mission statements as part of NHT's strategic planning process.
- Set the strategic direction (long-term goals) of NHT.
- Adhere to, and update (as necessary) the Constitution of NHT.
- Develop policies and procedures.
- Act as a responsible employer, and support staff.
- Finalise and approve budgets, allocate funds and approve any budget variations.
- Take responsibility for NHT's financial records.
- Evaluate projects and programs.
- Recruit, induct and train Board members, manage sub-committees and perform self-evaluations.
- Take responsibility for ensuring compliance with legal matters, comply with regulatory requirements (e.g. AGM, annual return, audit, etc.) manage risk and appoint auditors.
- Maintain and build a positive public image of NHT.

NHT currently provides 50 c/km mileage to attend meetings but there is expectation that Board Member will car pool where possible.

NHT Board Member can claim on request a delegate fee of \$65 as an honorarium towards Board members attendance at meetings – this can be claimed as individual or directed to the delegates Member House on request