

FBBGSA Board of Director Position Descriptions

The Board of Director's positions are in accordance with those requirements outlined in the Corporations Act 2001 and the Constitution 2015.

All Positions are of a voluntary nature. The responsibilities identified within these roles provide a guide to the nature and scope of work involved.

All positions are held from the close of the first Board meeting following the Annual General Meeting of the election year to the end of the following AGM.

Board of Directors

Position:

Chairman.

Role:

- Lead The Friends in meeting its corporate mission, objectives and setting strategic direction
- Key Responsibilities:
 - Manage and develop the strategic, business planning and implementation processes for The Friends in liaison with the Board Committees and members
 - Manage the operations of the Board.
 - Chair Board meetings
 - Oversee the development and implementation of policies, guidelines and procedures.
 - Oversee the direction of the Committees and Working groups
 - Liaise with the members of the Board and Committees on local and national matters.
 - Address administrative needs such as signatory for payments and authorisations.
 - Lead the development and implementation of The Friends strategic plan.
 - Develop strategic alliances for the benefit of The Friends.
 - Represent The Friends within government, industry and community forums.
 - Act as spokesperson on all media matters except where otherwise arranged.
 - Act as ex-officio member on all committees and groups.

Position:

Vice Chairman

Role:

Provide support to the National Executive in relation to strategic advice on general The Friends issues in line with the corporate mission and objectives.

Key Responsibilities

- Represent the President when required
- Chair meetings in the absence of the Chairman
- Convene and manage the business of appointed Working Groups
- Coordinate the development and implementation of policies, guidelines and procedures.
- Help develop and implement the Friends strategic plan.
- Liaise with Board Officers and members on The Friends issues
- Address administrative needs such as signatory for payments and authorisations where delegated.
- Represent The Friends within government, industry and community forums

Secretary.

Role:

Provide the administrative direction and management of the Friends for the Board in line with the corporate mission and objectives.

Key Responsibilities

- Liaise with Board members on administrative, policy or constitutional matters.
- Coordinate the operational outcomes of any contractor providing services related to the support of the Board and members
- Arrange the co-ordination of the Board Meetings including preparation and circulation of agendas
- To collate and distribute accurate Minutes of all meetings in conjunction with any appointed Minute Secretary in a timely and efficient manner.
- Prepare communications as agreed on behalf of the Board
- Prepare AGM agenda and regulatory reporting requirements
- Liaise with the Board in the development and implementation of administrative policies, guidelines and procedures.
- Help develop and implement The Friends strategic plan.

Treasurer.

Role:

Lead the financial strategic direction and management of The Friends in line with the corporate mission and objectives.

Key Responsibilities

- Coordinate the financial program of the Friends including budget estimates, revenue and expenditure projections and reporting
- Coordinate the financial aspects for contract administration of contracted services
- Coordinate the provision of financial reports to the Board Meetings.
- Manage financial policies, guidelines and procedures for the effective financial management of The Friends.
- Contribute to the appropriate Committees and Working Groups.
- Develop and implement the financial aspects of the business plan.
- Help develop and implement the strategic plan.
- Liaise with committee members on financial policy, guidelines and procedures.

Board Directors

Role

Member representation on the Board. The management of a whole of corporation based portfolio that may include Governance, Media and Communications, Growing Friends, Gardening Friends and other as defined by the Board to meet the Friends objectives and strategic plan.

Key Responsibilities

- Represent members on the Board
- Provide subject matter on the progress of relevant committee activities for Board meetings.
- Hold a Board portfolio relevant to The Friends' projects
- Contribute to the development and implementation of The Friends strategic and business plans.
- Contribute to the development and implementation of the Friends business plan through the committees or working groups.
- Help develop and implement policies, guidelines and procedures in line with the Friends' mission, objectives and strategic plan.
- Represent The Friends within government, industry and community forums in collaboration with members of the Board.