

FBBGSA Board of Director Position Descriptions

The Board of Director 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 to manage the strategic and business plans.

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

BOARD OF DIRECTORS

CHAIRMAN.

Role:

Lead The Friends in meeting its corporate mission, objectives and setting strategic direction

Key Responsibilities:

- Chair Board meetings
- Manage the operations of the Board.
- Act as spokesperson on all policy statements, except where otherwise agreed by the board.
- Manage the development of the strategic and business planning for The Friends in liaison with the Board, sub-Committees and members
- Address administrative needs such as signatory for payments and authorisations or managing nominated signatories on behalf of the Friends.
- Develop strategic alliances for the benefit of The Friends growth and services provided.
- Represent The Friends within government, industry and community forums.
- Oversee the direction of, and act as ex-officio member on, all sub-committees and groups.

VICE CHAIRMAN

Role:

Provide support to the Chairman and other board members in relation to support and advice on general Friends issues in line with the corporate mission and objectives.

Key Responsibilities

- Represent the Chair when required.
- Fulfill all the duties of the Chairman in the absence of the Chairman.
- Assist with managing the operations of the Friends.
- 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.
- Arrange the co-ordination of the Board Meetings including preparation and circulation of agendas and approved minutes.
- Manage the preparation of AGM agenda.
- Receive all correspondence for recording and distribution on behalf of the Board.
- Prepare all communications as agreed on behalf of the Board.
- Receive and distribute all monthly, annual and regulatory reports provided by the Board members.
- Receive and distribute written reports on the operational outcomes of contractors providing services to the Board and members
- 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 to the Board.
- Manage financial policies, guidelines and procedures for the effective financial management of The Friends.
- Coordinate the financial administration and reporting of contracted services.
- Help develop and implement the strategic plan.
- Develop strategies to assess and report on the financial aspects of The Friends' plans.
- Ensure the Friends' insurance needs are met on an annual basis.
- Contribute to and advise the appropriate sub-Committees and Working Groups.
- Liaise with sub-committee members on financial management for their specific portfolio projects.
- Process The Friends' daily receipt and expenditure of monies.

BOARD DIRECTORS

Role

Member representation as Board directors.

Portfolios

The management of a whole of corporation based portfolio that may include

- Governance –
 - Develop and oversee the implementation of all policies, procedures and management systems,
- Social media –
 - Maintain timely uploads of pictures of the gardens to all social media options
- Events Planner –
 - Calendar development, speaker nights, monthly meetings, allied industry co-events and liaise with possible event partners
- Gardening Friends –
 - Oversee the management of the kitchen gardens and propagating groups and others as convened
- Volunteer programs -
 - Oversee the 'opportunities for volunteers' program and liaise with program managers in seeking volunteers for specific events.
- Promotion opportunities –
 - Actively seek opportunities for promotion of The Friends and seek sponsorship and external support.
- Member support –
 - membership and engagement in Friends
- IT management, IT program requirements and on-line marketing–
 - Includes the website management, Mailchimp/Facebook connectivity and MembershipWorks programs
 - Oversee and manage the webmaster's work program
 - Support all portfolios with regards to all IT issues
- 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 sub-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.