

BOARD TERMS OF REFERENCE

Introduction

- The Board is the governing body of the organisation. The Board is responsible to the members for the effective management of the organisation.
- The powers of the Board and objectives of the Association are outlined in the constitution.
- Responsibility for the day-to-day provision of services, marketing, negotiation with regulatory bodies and administration is delegated by the Board to the Director¹.

The Board

- The Board comprises no more than a maximum of 12 members
- Each Board position is an honorary one
- Board members are elected for a 2 year period of office. At each Annual General Meeting, half of its members are rostered to stand down. Board members standing down are eligible for re-election for two further two-year terms.
- Ideally Board members will bring skills, knowledge and expertise in areas relevant to the governing role. Such skills and expertise will vary from time to time as the needs of the Board and the Association change to meet the evolving needs of external stakeholders, and the organisation itself.
- Board members may be required from time to time to lead or serve on Board working parties or ad hoc committees. There is also the expectation that, unless otherwise negotiated with the Board, members will make a commitment to regularly attend Board meetings.
- The Board will undertake an assessment of its effectiveness annually.

Board responsibilities

- Setting of strategic directions
- Monitoring changes in government policy and community attitudes
- Informing themselves in order to exercise judgement about management and its processes
- Addressing issues relating to risk management
- Approving major investments
- Reviewing performance against targets and objectives
- Developing and monitoring policies which provide direction and boundaries for both its own and the Director's functions.
- In all its dealings, the Board will maintain high ethical standards and a commitment to social justice.

¹ The Director is the executive officer in a child care centre or OSHC service.