



Victorian Aboriginal Legal Service

Position Description for an Ordinary Board member

Board Member Position	Ordinary Board Member
Function	The governance of VALS optimises its performance and ensures compliance with legal requirements
Term	2 years commencing on the date of the AGM appointed.
Date of this Position Description	2022
Date of next review (to be reviewed every 2 years)	2024

POSITION REQUIREMENTS

1. Attendance at Board meetings and at events of the organisation
2. A time commitment of 2 hours per month, which includes Board preparation, meeting and committee meeting time
3. Attendance at the Annual General Meeting
4. Knowledge and skills in one or more areas of community representation, board governance: policy, programs, finance and/or personnel.
5. Willingness to serve on at least one sub-committee and participate actively in its work
6. High level of commitment to the work of the VALS.
7. Willingness to invest in developing his/her own governance skills
8. Be informed of the services provided by the VALS and support them publicly
9. Prepare for and participate in the discussions and the deliberations of the Board
10. Be aware of and abstain from any conflict of interest.
11. Hold a Director ID

POSITION RESPONSIBILITIES

Planning

12. Approve the mission and values of the VALS

13. Review and approve the strategic plan designed to ensure the VALS is meeting objectives and business risk is managed
14. Approve organisational policies, and monitor the organisation's performance against policies and strategic plan
15. Review and approve the marketing and fundraising plan annually
16. Review and approve the organisation's budget annually.

Organisational

17. Select, monitor, appraise, advise, support, reward and, when necessary, change CEO
18. Contribute to effective Board recruitment and succession planning
19. Foster a positive working relationship with other Board members and organisation staff
20. Review the performance of the Board annually and take steps to improve its performance.

Operations

21. Review results achieved by management compared with the organisation's mission and strategic plan
22. Provide candid and constructive criticism, advice and comments
23. Approve major decisions such as major program and service changes, and capital expenditure.

Financial operations

24. Monitor financial performance
25. Ensure the financial structure is adequate for the organisation's current needs and long-range strategy
26. Be assured that the board and its committees are properly and adequately informed of the condition of the organisation and its operations
27. Be assured that published reports properly reflect the operating results and financial condition of the organisation
28. Ascertain that appropriate conflict of interest policies are in place and that they are monitored and enforced
29. Appoint independent auditors, subject to approval by members
30. Review compliance with relevant legal requirements
31. Ensure appropriate risk assessment and risk management procedures are in place.

Advocacy and marketing

32. Promote the organisation's interests actively within the broader community.