



Attachment B

Cairns Business Women's Club

INDICATIVE COMMITMENT OF A BOARD MEMBERS RESPONSIBILITIES

INTRODUCTION

Board members are a critical resource for non-profit organisations. They provide a sounding board for ideas, access to financial resources, and their own professional experience and expertise. Their passion and commitment to the organisation is essential.

A Board operates effectively if the members and office-bearers of the Board know their respective duties and obligations. Positions are voluntary and each member is expected to contribute their time and effort to ensure that the organisation's standards remain high and that they serve Club members in a professional manner.

PURPOSE

Each member of the Board is to provide support to the Executive Committee and assist other General Board members to drive the Mission and Vision of the CBWC to provide excellence in service delivery.

PRINCIPLE RELATIONS AND ACCOUNTABILITY

Report to: Ultimately the President and the Executive Committee.

Main Customers: Fellow Board members, current CBWC members, partners and potential members.

| Activity | Description | Frequency | Approx. Time Commitment |
|---|--|-------------|-------------------------|
| <i>Executive Committee – President, Vice-President/s, Treasurer, Secretary</i> | | | |
| Governance | Provide leadership to the organisation | As required | 2-4 hours per week |
| | Ensure that the organisation's objectives, goals and mission is followed. | As required | Constant |
| | Ensure that the organisation operates in an ethically, environmentally, and socially responsible manner. | As required | Constant |
| | Ensure all legal requirements are met | As required | Constant |
| | Ensure appropriate policies and procedures are developed, reviewed when due, are adequate and that risk management strategies are in place | On going | 1-2 hours per week |
| | Manage induction and training of Board Members | As required | 1 hour |



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| Planning | Strategic Planning – Development and review (if required) | As required | 2-4 hours per session |
| | Manage the business affairs of the Club | On going | 1-5 hours per week |
| Meetings | Attend executive committee meetings | As required | ½ - 1 hour before Board meeting |
| | Serve on Board Subcommittees | As required | Will vary |
| | Administrative duties as assigned by position | As required | 1-5 hours per week |
| General | Plus all General Board Member responsibilities | See below | |
| General Board Members | | | |
| Post-Election /Appointment | Undertake induction and NFP Board Member training (if applicable) as advised by the Executive Committee | 1-2 times per year | 3-4 hours |
| Bi-Monthly Board Meetings | <u>Face to Face</u> – Attend meetings, currently held bi-monthly, at 5.30pm on the 3 rd Thursday of each respective month in the Cairns CBD. This may change depending on the availability of the President and executive committee. Contribute to discussions and resolutions of issues as appropriate. | Minimum 6 per year | 2-3 hours each |
| | <u>Meeting Apologies</u> – If your non-attendance is unavoidable, an apology in advance will be required. | Up to 1 allowed (if only 6 meetings held) | 5 minutes / apology |
| | <u>Meeting Agenda</u> – Provide agenda items to the Secretary prior to Board meetings (if applicable). | Minimum 6 per year | 10 minutes |
| | <u>Sub-Committee Reports</u> – Provide a sub-committee report to the Secretary prior to the Board meetings (if applicable). | Up to 12 per year | 5 to 30 minutes |
| | <u>Pre-reading</u> – It is mandatory for Board members to read agendas, minutes, meeting papers, and consider matters prior to Board Meetings. | Minimum 6 per year | ½ to 1 hours |
| | <u>“Out of Session” meetings</u> – Ongoing and new matters may need to be dealt with between meetings, usually via email. This may involve reading, consideration of additional correspondence or documentation and any other activities pertaining to the operation of the organisation. | As required | 2-4 hours per month |



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| | <p><u>Action Items</u> – Board minutes contain items which are assigned to specific Board members. Items are required to be actioned ASAP or within three (3) months of the meeting date.</p> | As required | This will vary depending on the task |
| General Meetings | Annual General Meeting | 1 per year | 1 hour |
| Sub Committees | <p>The Executive committee appoints Board members to Sub-committees as and when required. A Sub-committee may comprise of Board members and other persons. Committee composition and frequency of meetings will depend on the nature of the committee.</p> <p>Each Board Member will have to be involved at least one (1) Sub-committee:</p> <ol style="list-style-type: none">1. Executive2. Membership3. Events4. Sponsorship5. Governance6. IT7. Marketing/Social Media8. Awards9. Raffle Co-ordinator10. Finance11. Conference (if applicable) | <p>As required by each Sub-committee.</p> <p>These meetings may occur once prior to the Board meeting and will require preparation and submission of a Sub-committee Report to the Board meeting each month.</p> | 1 - 3 hours per month |
| Events | <p>Participation in the organisation, execution of and attendance at CBWC functions (including but not limited to):</p> <ul style="list-style-type: none">- 2-3 Breakfasts- 8-10 Lunches- 1-2 Business and Bubbles- 1 Awards | 12-18 per year | This will vary between 2-5 hours per month |
| General | Board Members must become familiar with the legal and statutory obligations, Constitution, Board Charter, policies and procedures of CBWC | Ongoing | |
| | Support and adhere to all Board and Executive Committee decisions. | On going | |
| | Promote the organisation in the community as opportunities arise | On-going | |

to contact us please visit
www.cbwc.org.au



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I AM SUCCESSFUL IF (Goals for Board Members to aim for)

- ✓ I attend five (5) out of the minimum six (6) bi-monthly Board Meetings.
- ✓ Should I not be able to attend a meeting, my apology will be emailed to the Board Secretary prior to the meeting (no Exceptions)
- ✓ I complete NFP Board Member training
- ✓ I can attend at least 80% of the Clubs events, to manage, organise or assist in some capacity. This may require arriving at least ½ - 1 hour prior to event and remain until all post function activities are fulfilled.
- ✓ I can manage, run and/or assist with at least two (2) CBWC functions each year. This will incorporate sourcing guest speakers, emceeing an event, event management, sponsorship and procuring raffle/award prizes.
- ✓ I encourage five (5) new individual businesses and/or one (1) corporate organisation to become members.
- ✓ I pursue at least one (1) event sponsor or 1 annual club sponsor.
- ✓ I nominate at least two (2) candidates for the CBWC Cairns Business Women of the Year Awards

ESSENTIAL ATTRIBUTES

- ✓ Committed to the success of the organisation
- ✓ Enthusiasm and dedication
- ✓ Work and operate as part of a highly effective team
- ✓ Effective communicator
- ✓ Clear thinker with a positive attitude
- ✓ Well organised
- ✓ Honest, reliable and trustworthy (Police checks will be undertaken)
- ✓ Able to maintain confidentiality
- ✓ Act in good faith always and in the best interests of the club
- ✓ Current financial member of CBWC

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