



Cairns
Business
Women's
Club

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

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



Cairns
Business
Women's
Club

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



	<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.	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. Executive 2. Membership 3. Events 4. Sponsorship 5. Governance 6. IT 7. Marketing/Social Media 8. Awards 9. Raffle Co-ordinator 10. Finance 11. 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	



**Cairns
Business
Women's
Club**

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