

BOARD POSITION DESCRIPTION

Purpose

The purpose of this policy is to set out the duties, responsibilities, expectations, and desirable qualities of members of Children and Young People with Disability Australia's (CYDA) Board.

Scope

This policy applies to the CYDA Board.

Definitions

N/A

Policy

Duties and Responsibilities

The key role of the Board is to:

1. set the strategic direction and priorities for the organisation's work.
2. ensure that the development and implementation of policies, procedures, and projects are consistent with the vision, purpose, and strategic goals of the organisation.
3. monitor the financial performance of the organisation.
4. ensure the provision of responsive, accessible, accountable and effective operations.
5. ensure that the quality of operations and activities is regularly reviewed and evaluated.
6. employ, support, oversee and evaluate the work of the organisation's Chief Executive Officer (CEO).

It is the responsibility of the CEO to provide informed advice to the Board in all the above areas, to manage the day-to-day administration of staff and other organisation resources to ensure that tasks are carried out in line with these directions and priorities.

Directors are expected to:

1. Engage with the work of CYDA:
 - a) maintain a high level of awareness of the work carried out by the organisation and the needs of children and young people with disability.
 - b) think strategically about the future development of the organisation and its current position.
 - c) assist in making decisions for the good of the organisation, rather than for individual or factional needs, in line with their fiduciary duty.

- d) allocate the necessary time required to understand issues and make informed decisions, including up to 5 hours per week for reading of materials, liaison over email, Board meetings and possible sub-committees.
 - e) refrain from getting involved in operational or staff issues other than to pass them on to the Chair for discussion with the CEO, or at the request of the Chair or CEO.
2. Understand the legal responsibilities of the Board:
- a) understand the legal obligations of the Board and its Directors. The Board is ultimately responsible for all matters relating to the organisation's finances and formal accountability to funding bodies, government regulatory authorities and the organisation's membership.
 - b) understand the organisation's Constitution, including the rules and policies that guide the Board.
 - c) disclose any financial interest in any contract or arrangement made (or proposed to be made) with the organisation to the Board at the first available Board meeting.
 - d) maintain the privacy and confidentiality of Board discussions.
3. Attend the following organisation events:
- a) board meetings and subcommittee meetings, online or in person.
 - b) the CYDA's Annual General Meeting (AGM)
 - c) biannual in-person planning sessions.
 - d) events held by or for the organisation where appropriate, including fundraising events, and contribute to the invitation list.

Eligibility and Expertise

CYDA values diversity of experience and identity both within the organisation and on the Board. The Board is committed to ensuring Directors have the relevant skills and experience to enable the organisation to achieve its purpose and strategic plan. This is taken into consideration when recruiting new Directors. The Nominations Committee will regularly monitor the composition of the Board and identify priorities for recruitment and development of existing Directors as required.

The CYDA Constitution sets out the eligibility of individuals to become Directors. The intent of the eligibility criteria is to ensure that both current or recent lived experience of young people with disability is represented on the Board, as well as the perspective of children with disability, represented through parents with family experience of disability. Directors should be able to interpret and draw on their lived experience in a strategic way that supports their fulfillment of their duties and responsibilities.

Desirable qualities

1. Bring to the Board a sound personal track record, reputation, and achievements.

2. Understand the organisation's wider strategy, thereby ensuring that operational matters which are consistent with the strategy do not take up time at Board meetings.
3. Be objective in all Board matters.
4. Be present and fully participate in Board meetings according to Board policies and procedures.
5. Demonstrate a willingness to collaborate and work towards consensus with other Directors.
6. Be able to grasp issues and understand a broad sweep of information, sufficient to demonstrate understanding and awareness of Board matters.
7. Demonstrate integrity and professionalism.
8. Demonstrate the set of values and behaviours mutually agreed to by all Directors.

Other information

- Directors must be members of CYDA.
- Directors are entitled to reimbursement of reasonable expenses associated with organisation commitments, e.g. travel, according to CYDA policy.
- Directors operate as individuals, not as formal representatives of a particular group.
- Directors must not be employed by the organisation while they are Directors of the Board.

This policy is to be reviewed every 3 years or on material change

Related policies

Governance Policy

Board Charter

Nomination and Composition Policy

Attendance and Resignation Policy