

## Position Description for Board Member – EV Strengthening Communities

<b>Position Title:</b>	Member of the Board of Directors EV Strengthening Communities
<b>Length of Term:</b>	Minimum of three years
<b>Reports To:</b>	Entire Board of Directors through the Chair
<b>Review date:</b>	Reviewed by members of the Board following meeting on July 9, 2024

The Board of Directors of EV Inc constitutes volunteer members of the public and is legally and ethically responsible for all activities of the organisation.

### To that end it:

1. Determines how the organisation will carry out its constitutional objectives and strategic outcomes through long and short-range planning. Develop the strategic priorities of EV Inc and periodically review progress and relevance to the requirements of the communities it serves.
2. Collaborate with EV Inc management to build organisational profile and network
3. Identify and articulate specialist skills, competencies, and networks aligned to the diverse activities of Ev Inc.
4. Adopts an annual budget and provides fiscal oversight
5. Manages risk to the organisation
6. Ensures the organisation complies with its legal and regulatory environment
7. Recruits, orients, and develops Board members
8. Hires and evaluates the performance of the CEO/EO
9. Evaluates its performance and overall performance of the organisation in achieving the outcomes established in its strategic plan.
10. Establishes policies for the effective management of the organisation
11. Ensures there are processes that minimise reputational damage of EV inc, the Board and members.



### Responsibilities of a Director:

- Understand, engage with and promote the organisation's constitutional objectives and strategic outcomes.
- Be familiar with EV Inc's programs, policies, and operations
- Attend a minimum of 80% of Board meetings per annum and participate in appropriate committee meetings
- Ensure a sound broad understanding of the financial position of the organisation
- Actively serve on at least one committee and/or offer to take on special assignments
- Review Board papers prior to meetings and come prepared to Board meetings
- Participate in fund raising activities and special events as required by the CEO
- Keep current on issues and developments in program areas of EV Inc
- Strictly adhere to governance policies and procedures especially conflict of interest and confidentiality policies.
- Attend annual professional development as required by the Committee of Management
- To attend child safe training in first 3 months of becoming a Board member and then annually

- Comply with ACNC requirements as a responsible person.
- To have a thorough understanding of governance and what constitutes good governance
- Ensure due diligence in the interrogation of information and decisions you are being asked to make as a Director.
- Ensure processes are adhered to by EV inc for health, safety, protection of all staff at EV inc

#### **Duties of a Director:**

- To act in good faith and for proper purposes
- Duty to act with care, skill and diligence
- Duty not to dishonestly use position or information
- Duty to avoid conflicts of interest

#### **Time Demands (approximate):**

- Attend and actively participate in at least 80% of Board meetings as defined by the annual Board calendar
- Attend and actively participate in committee meetings and related work when required
- Attend and actively participate in the annual planning retreat (1 weekend day)
- Attend and actively participate in the annual general meeting (approx. 3-4 hours)
- Attend special events such as fundraisers, networking events, community and engagement activities, staffing events and Board events
- Attend new Board member orientation /induction
- Be current with developments, and attend professional development

#### **Regulatory Requirements:**

- Undergo a Working with Children and National and international Police Check [ the latter being relevant if you have lived overseas for more than 12 months in the past decade]
- Notify the Board of any changes to these clearances
- Notify Board of any change of circumstance which would disqualify you as a Board member.
- Ensure that the organisation acts within the legislation or accreditation covering it including but not limited to:
  - *Associations Incorporation Reform Act 2012 (Vic)*
  - *Fair Work Act 2009 (Cth)*
  - *Environmental Protection and Biodiversity Conservation Act 1999 (Cth)*

- *Environmental Protection Act 1970 (Vic)*
- *Taxation Administration Act 1953 (Cth)*
- *Income Tax Assessment Act 1997 (Cth)*
- *Superannuation Act 1976 (Cth)*
- *Competition and Consumer Act 2010 (Cth)*
- *Workplace Injury Rehabilitation and Compensation Act 2013*
- *Accident Compensation Act 1985*
- *Accident Compensation (Occupational Health and Safety) Act 1996*
- *Workers Compensation Act 1958*
- *Occupational Health and Safety Act 2004*
- *Equipment (Public Safety) Act 1994*
- *Bus Safety Act 2009*
- *Child Safe Standards*
- *Requirements of a Public Benevolent Institution*
- *Australian Charities and Not For Profit Commission Act and regulations*
- *Obligations contained in the legal contracts which EV Strengthening Communities Services holds*
- Provide the organisation with the necessary information to register you as a
- Responsible Person on the ACNC website.

**EV Strengthening Communities will:**

- Ensure it has adequate Directors Insurance however please read the Introduction to the Board member role for new Board members to understand the limitations of this insurance.
- [https://www.nfplaw.org.au/sites/default/files/media/Introduction\\_to\\_the\\_Committee\\_of\\_Management\\_member\\_role\\_for\\_new\\_Committee\\_of\\_Management\\_members.pdf](https://www.nfplaw.org.au/sites/default/files/media/Introduction_to_the_Committee_of_Management_member_role_for_new_Committee_of_Management_members.pdf)
- Cover out of pocket expenses where approved by Committee of Management.