

BOARD DIRECTOR POSITION DESCRIPTION

FUNCTION

Assist to lead the organisation, optimise performance and ensure compliance with legal requirements. Board Directors are not usually required to be involved in day-to-day operations but should be aware of the activities, services and programs the organisation undertakes.

TERM

2 years commencing on date of AGM or date appointed by Board

POSITION REQUIREMENTS

- A time commitment of at least 1 day per week. This includes attending Board meetings, the annual AGM, relevant committee meetings, responding to Board out-of-session discussions and request for input, and committing to social functions and travel requirements.
- Knowledge and skills in one or more areas of governance: policy, programs, finance and/or HR
- Willingness to serve on at least one Board committee and participate actively in its work
- High level of commitment to the work of VRFish
- Willingness to invest in developing his/her own governance skills
- Be informed of the services/projects undertaken by VRFish and support them publicly
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware of and abstain from any conflict of interest

POSITION RESPONSIBILITIES

Planning

- Participate in establishing and reviewing VRFish's mission and values
- Participate in the strategic planning process
- Participate in establishing and reviewing organisational policies
- Review and approve the organisation's budget annually

Organisational

- Participate in Board succession including induction of new Board members
- Participate in Board performance review

Operations

- Monitor performance against policies and strategic plan

- Provide candid and constructive criticism, advice and comments
- Participate in major decisions such as program changes and capital expenditure

Finance

- Monitor financial performance
- Ensure that published reports properly reflect the operating results and financial condition of the organisation
- Review compliance with relevant legal requirements
- Ensure appropriate risk assessment and management procedures are in place

Advocacy and marketing

- Promote the organisation's interests actively within the broader community