



Position Description – Director

Title	Director	
Reports to	Chair	
Major Purpose	To manage the organisation’s governance and ensure it meets its strategic direction	
Duties and Responsibilities	<p>Directors are responsible for the overall governance of the organisation and owe three broad types of duties. These are:</p> <ul style="list-style-type: none"> • The fiduciary duty to members; • A duty to exercise due care and diligence; and • Complying with the law and legal duties, and carrying the role in the best interests of the organisation. 	
Expectations	<p>Participate as an active member of the Board and at all times act in the best interests of the organisation and its members. This will include but will not necessarily be limited to:</p> <ul style="list-style-type: none"> • Attending board meetings fully prepared • Complying with the legal and fiduciary responsibilities of a director • Setting the strategic direction of the company • Promoting the organisation within the community • Introducing potential partners to the organisation • Attending at least one day of director education annually • Being an informed and active contributor at Board meetings • Attending local community events supported by the organisation • Attendance at the Annual General Meeting 	
Code of Conduct	<p>In accordance with legal requirements and agreed ethical standards, directors:</p> <ul style="list-style-type: none"> • Owe a fiduciary duty to the company as a whole; • Use the powers of the office for a proper purpose; • Discharge their duties in good faith and honesty; • Act with the level of skill, care and diligence expected of a director; • Demonstrate commercial reasonableness in their decisions; • Act for the benefit of the company; • Do not make improper use of information gained through their position as a director; • Do not take improper advantage of the position of director; • Do not allow personal interests, or the interest of any associated person, to conflict with the interests of the organisation; • Make reasonable enquiries to ensure that the organisation is operating efficiently, effectively and legally towards achieving its goals; • Undertake diligent analysis of all proposals placed before the board; • Do not engage in conduct likely to bring discredit upon the organisation. 	
Director Performance	<p>Key Result Areas Compliance with all Directors’ legal and fiduciary responsibilities.</p>	<p>Key Performance Indicators All areas of compliance are completed as required, within the specified timeframe.</p>

	<p>Introduce potential partners to the organisation.</p> <p>Attendance and participation in Board and Committee meetings, community events, and director training.</p>	<p>Directors' referrals as documented by the organisation.</p> <p>Attendance records; Quality of contribution; Outcome / success of actions implemented.</p>
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