

## BOARD OR MANAGEMENT COMMITTEE – POSITION DESCRIPTION

### ABOUT COMMUNITY CENTRES SA

Community Centres SA is the peak body for over 100 Community and Neighbourhood Centres located across metropolitan Adelaide and regional South Australia. Over 35,000 visitors come to our centres each week to connect up with others, to learn, and to participate in a wide range of services and activities. For over 35 years we have been a catalyst for community development by building the strength, capacity and influence of our sector through advocacy, workforce and organisational development.

### OUR VALUES

The values that underpin our work are:

- Inclusivity
- Empowerment
- Strengths Based
- Social Justice
- Community Participation
- Diversity
- Collaboration
- Integrity

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### JOB SPECIFICATION

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The key responsibilities of the Board are to set the direction for the organisation, to monitor its performance and to maintain control of the organisation, ensuring that it stays on track according to agreed priorities and planned activities.

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## KEY ACCOUNTABILITIES AND DUTIES

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### DUTIES

- Attend meetings as required.
- Prepare for meetings by reviewing the agenda.
- Actively participate and contribute constructively to the productivity and outcomes of meetings.
- Declare any personal interest that might conflict with the interests of the organisation or your duty as a Board member.
- Act in accordance with the Code of Conduct.
- Keep informed about the organisation's mission, policies, programs and needs.
- Act as a spokesperson for the organisation when requested by the Board.
- Be a member and/or chair of sub-committees/working groups as required.
- Sign letters or documents on behalf of the Organisation as required.
- Exercise delegation of authority and expenditure as determined by the Board.

With other members of the Board:

- Provide a clear and viable direction for the organisation, agree on priorities and oversee the development of an organisational plan.
- Oversee the development of an annual budget.
- Ensure the solvency and financial viability of the organisation.
- Establish clear expectations for the performance of all Board members, staff and volunteers.
- Make informed decisions on key issues.
- Establish accountability and reporting processes for Board members and staff.
- Ensure that appropriate systems are in place for recruitment and the performance appraisal and management of staff.
- Monitor the implementation of plans, budgets, policies and decisions and be able to recognise and take action when these are not implemented in an agreed way.
- Ensure sound risk management is in place by establishing and monitoring a risk management plan, including appropriate insurance cover.
- Ensure compliance by the organisation with legislation, contracts and any other legal obligations.
- Ensure the organisation meets the requirements specified in its Constitution

and Associations Incorporation Act 1991.

- Ensure that the policies and procedures as set down in 'The Policy and Procedures Register' are followed.
- Oversee the signing of contracts.
- Monitor the performance of the Board.
- Monitor the performance of the organisation and take action to ensure the organisation performs to its capacity and meets its contractual obligations.
- Ensure that the Board is sustainable over time and that succession is well planned.
- Address any conflicts of interest within the Board and across the organisation.
- Ensure that membership and community support are maintained.

