



BOARD POSITION DESCRIPTIONS

impact for women inc [trading as **impact**] is an incorporated association with a volunteer Board of Governance. **impact**'s Board of Governance is responsible for long-term strategic planning in order for **impact** to work productively ensuring it complies with its financial and legal responsibilities so that **impact**'s volunteers can keep doing what they love.

impact is a registered Charity with Deductible Gift Recipient Status.

All Board Members on **impact**'s Board of Governance are expected, at a minimum, to:

- Review papers in preparation for Board meetings
- Attend Board meetings
- Serve on at least one Committee
- Participate at other meetings and events as required.

PRESIDENT

As Chief Volunteer, the President:

- works with the Board, volunteers and community to further **impact**'s mission and purpose
- acts as a spokesperson to the larger community and advocates for **impact**'s cause

METHOD OF APPOINTMENT

By election

DURATION OF APPOINTMENT

2 years

VICE PRESIDENT

The Vice President acts for the President in their absence and is responsible for ensuring that:

- the policies and procedures established by **impact**'s Board of Governance are documented, updated as required
- assists Committee Chairs to develop terms of reference for their Committee in keeping with **impact**'s mission, purpose and values
- ensures all of **impact**'s Board Members are aware of their roles, responsibilities and rights

METHOD OF APPOINTMENT

By election

DURATION OF APPOINTMENT

This position will be elected initially for one year and thereafter being elected for a 2 year appointment.



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ABN: 17 159 728 753

TREASURER

The Treasurer is a member of the Finance Committee and:

- manages **impact**'s finances, cashflow and investments
- keeps **impact**'s financial records accurately
- deposits monies received by **impact** and issues receipts promptly
- disperses funds in the name of **impact** as authorized by **impact**'s Board of Governance
- provides regular financial report to **impact**'s Board of Governance
- acts as **impact**'s Returning Officer

METHOD OF APPOINTMENT

By election

DURATION OF APPOINTMENT

2 years

SECRETARY

The Secretary a member of the Communications Committee and is responsible for ensuring:

- Board meetings are effectively organised and minuted
- **impact**'s legislative reporting requirements are met
- **impact**'s correspondence is dealt with in professional and timely manner

METHOD OF APPOINTMENT

By election

DURATION OF APPOINTMENT

This position will be elected initially for one year and thereafter being elected for a 2 year appointment.

ORDINARY BOARD MEMBER

impact's Board of Governance can have up to five Ordinary Board Members.

An Ordinary Board Member will:

- be required to sit on at least one of **impact**'s Committees and actively contribute to its function
- have the opportunity to develop skills in finance, governance and/or leadership while serving the interests of **impact** and its beneficiaries

METHOD OF APPOINTMENT

By election

DURATION OF APPOINTMENT

To ensure a rotation such that not all of **impact**'s Ordinary Board Members are up for election at the same time, half will be appointed for an initial one year term and thereafter being elected for a 2 year appointment. The other half will commence with a 2 year appointment. The breakdown of these appointments will be determined by **impact**'s Board of Governance at its first meeting following the AGM taking into account individual stated preferences.



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