



Standard Operating Procedure 1.2

The Role of the Board

Associated Documents:

Relevant Constitution Rules:

Related Documents:

Assoc Doc 1: Acceptance of Election to the Board

Part 5 – Rule 42, 43, 45

Consumer Affairs Victoria Association Incorporation Reform Act, 2012

- Rules for impact for women Inc.

Strategic Plan – a work in progress

Standard Operating Procedures Manual - a work in progress

SOP 1.1: Constitution

SOP 1.3: Board Members Roles & Responsibilities

SOP 1.4: Board Code of Conduct

SOP 1.7: Board Members Conflict of Interest

SOP 4.4: Disciplinary Action involving a Member – Misconduct

SOP 4.5: Disciplinary Action involving a Member – Serious Misconduct

PURPOSE

impact for women Inc. [trading as **impact**] is an incorporated association with a volunteer Board of Management.

impact is a registered Charity with Deductible Gift Recipient Status.

impact aims to have a Board of committed Members whose personal and employment backgrounds collectively reflect the spectrum of attributes required for the successful management of this charity. The authorities of the Board are set out in **impact's** Constitution.

PROCEDURES

Step 1 - The purpose of the Board

The Purpose of this Board is to: -

- be responsible for the governance of the organisation
- exercise all the powers of **impact** except those powers that the Constitution or the Act require to be exercised by general meetings of the members of **impact**
- set the long-term strategic direction and monitor progress towards the achievement of outcomes
- establish subcommittees consisting of members with terms of reference it considers appropriate
- be accountable for impact on behalf of the community, and in accordance with the requirements of the Associations Incorporation Act, **impact's** Constitution, and all Service Agreements that **impact** has with other individuals or businesses.

Date of initial endorsement: 05 November 2018

Date reviewed:

Date of next review: November 2020

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Step 2 – Board Responsibilities

The Board will:

- ensure it has the information it needs to make good decisions that are in **impact's** best interests
- set the meeting dates for the rest of the year at the first Board Meeting of the year.
- work to ensure a positive public perception of **impact**
- develop and work to a three-year Strategic Plan which identifies the key outcomes that **impact** wants to achieve
- set and develop an annual operational plan to support the implementation of the Strategic Plan, and monitor progress towards achievement
- ensure that **impact** has policies and procedures that support good governance, quality service delivery and continuous organisational improvement
- delegate to a Board Member or to a subcommittee any of its powers and functions. This delegation must be in writing and may be subject to the conditions and limitations the Board see fit except if this delegation contravenes a duty imposed by the Act or other law
- ensure organisational risks are identified and managed to minimise those risks [this includes the Work, Health & Safety Act]
- ensure **impact's** financial viability through approving budgets, maintaining accurate financial records and exercising appropriate accountability for expenditure at Board Meetings and via an external audit process
- act honestly and ensure compliance with all legal and contractual obligations and reporting requirements

Step 3 – Board Members are required to be familiar with:

- Consumer Affairs Victoria Associations Incorporation Reform Act 2012
- **impact's** Constitution;
- **impact's** Strategic Plan
- the Board's Code of Conduct;
- **impact's** Standard Operating Procedures
- the range of services that **impact** delivers and any reporting requirements
- budgeting, financial management arrangements and audit requirements
- their obligations as a Board Member of an incorporated Association

Step 4 – New Board Members

New Board Members will be provided with an Induction Package which will include:

- a copy of **impact's** Constitution
- the Board's Code of Conduct
- a summary of the current budget and Board's financial obligations
- **impact's** Strategic Plan

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- **impact**'s Standard Operating Procedures regarding the role and responsibilities of Board Members & Office Bearers
- the Board's meeting arrangements

Step 5 – Annual Review

At its April/May Meeting, the Board will formally track its progress in regards to:

1. meeting its Strategic Plan
and
2. in its understanding of its performance in relation to its governance responsibilities.