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**POSITION DESCRIPTION**

Title: **ORDINARY BOARD MEMBER**

Issue date: **September 2022**

**Background**

The Rights Information and Advocacy Centre Inc. (RIAC)is a not-for-profit organisation operating throughout central and north-western Victoria, Geelong and southern New South Wales providing information, advocacy, and support to people with disabilities, older people, their families, carers and communities.

**Our Vision**

RIAC is the leading advocacy and support provider to give voice for people experiencing disadvantage to live the life they choose

**Our Mission**

Ensuring that the rights of people with a disability are supported and upheld by building capability to remove barriers and have control of their own lives

**Our Core Values**

**R**espect

**I**ndependence

**A**ction

**C**ollaboration

RIAC personnel are required to reflect the organisational values, including valuing diversity, ensuring inclusive work practice and being responsive to the needs of all people, including Aboriginal and Torres Strait Islanders, people LGBTQIA+ community members, people from culturally and linguistically diverse backgrounds and people experiencing disadvantage.

**The Role**

The RIAC Ordinary Board Member has the following responsibilities:

* Governance
* Planning
* Meetings
* Administrative & Management
* Media
* Promotion
* Fundraising
* Legal & Ethical

**Governance**

Provide strategic direction and leadership.

Recruit, appoint and manage the CEO.

Consider, discuss, and vote on issues before the Board based on the best interests of the organisation only.

Comply with the Model rules, policies and standing orders of the organisation.

**Planning**

Review and approve the organisation’s Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan etc).

**Meetings**

Attend all meetings, or, if unavoidable, apologise in advance for absence.

Where Board papers are circulated in advance of the meeting, read papers, and consider issues before the meeting.

Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate.

**Administrative & Management**

On being elected to the Board, undertake induction and training procedures as provided by the Board.

Serve on Board committees as required.

Review and approve the organisation’s systems for financial control and risk management.

Undertake administrative duties as required.

Understand the organisation’s finances (including solvency).

**Media**

Make comments to the media only as provided in the organisation’s Media Policy.

**Promotion**

Promote the organisation in the community as opportunities arise.

**Fundraising**

Participate enthusiastically in any fundraising activities as approved by the Board.

**Legal & Ethical**

Avoid making any improper use of their position in the organisation to gain any material advantage for themselves, or for any other person, to the detriment of the organisation.

Avoid making any improper use of any information acquired by virtue of their position in the organisation to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately.

If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue.

If they have any non-material personal conflict of interest in any matter before the Board or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board’s rulings as to proper procedure.

At all times conduct Board business professionally, politely, objectively and with consideration to others.

**Skills**

To competently perform in this position, the person should have skills and experience that align with the responsibilities of the RIAC Board and support the RIAC values of Respect, Independence, Action and Collaboration.