



# DUTIES OF BOARD MEMBERS

## Board of Directors – main positions, duties and time involved:

### Directors:

TIME: up to **1 hour a day**, on average for each of these responsibilities

- Directors positions are honorary – there is no remuneration;
- To act honestly, to exercise reasonable care and skill, to be diligent and to act with the best interest of CLA and avoid conflicts of interest;
- Provide advice and direction for the management and operation of CLA;
- Participate in Board meetings;
- To represent CLA on matters assigned to a director acting with honesty
- Each Director will be responsible for one or more particular areas of CLA activity, such as: membership development, management of inquiries, case management, education (unis/schools) development manager, promotions manager, fundraising manager, etc.

### President: responsible for leading CLA, and its image and reputation

TIME: At least **two hours a day** on average

- represent CLA at forums: public meetings, lectures, media, meetings with MPs
- call, chair and manage board meetings and AGMs
- maintain member interest by involving them in projects
- propose policies, strategies to board and AGM
- devise and oversee public programs (seminars, lectures, meetings, forums)
- initiate extension activities regionally and nationally
- maintain diary of events
- seek new avenues for CLA activities, proactively promote CLA
- network with like-minded organisations, arrange personal meetings
- appear at hearings: Senate, House, ACT Legislative Assembly

### Secretary: responsible for smooth, effective operation of CLA

TIME: **Four hours a day** on average

- maintain records of CLA (board decisions, minutes of meetings, copy of constitution, members' register, list of office bearers, copies of financial records, etc)
- deal with correspondence, maintain correspondence register in and out
- notices, agendas and minutes of board meetings and AGMs
- annual returns under requirements of Registrar General
- keep membership base, with Treasurer, including master email/contact list backup
- provide appropriate material to the web master, in conjunction with media manager \*  
keep historical record
- be 'hub' of the organisation and its communications

### Treasurer: responsible for managing CLA's financial well-being

TIME: **One hour a day** on average

- maintain correct financial records suitable for annual reporting to the board and members at the AGM and meeting the requirements of the CLA Constitution
- collect and account for fees
- maintain current master membership list

- bank and manage CLA finances
- advise the board and AGM on major financial issues

*Board meetings are usually held 10-Noon EST and EDT on Sundays in at least February, May, August and November, as a physical gathering of Directors in Canberra. Any Board Members from outside the ACT will need appropriate e-support/facilities, such as Skype or similar, as CLA is unable to afford the costs of regular Board Member travel to Canberra for meetings.*

Anyone considering nominating is reminded that directors have formal responsibilities. Information is available in the

- Incorporated Associations Practice Manual, ACT, September 2011 at:  
<http://www.ors.act.gov.au/cache/attachments/11622> or
- Australian Securities and Investment Commission website:  
<http://www.asic.gov.au/asic/asic.nsf/byheadline/Your+company+and+the+law?openDocument> Full requirements/responsibilities of directors are set out in the *Corporations Act 2001*.

*As at January 2015*