

## BOARD OFFICE BEARER POLICY

### 1. Introduction

A Board operates more effectively if the members and office-bearers of the Board know their respective duties and obligations.

### 2. Purpose

This policy seeks to ensure that members and office-bearers of the Cancer Wellness Support (CWS) Board know their respective duties and obligations.

### 3. Policy

Members and Office-bearers of the Board shall have the duties and obligations set out in Appendix attached.

- A. Board Chair and Vice Chair
- B. Board Treasurer
- C. Board Secretary
- D. Board Members

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## BOARD OFFICE BEARER PROCEDURES

### 1. Responsibilities

The Chief Executive Officer (CEO) shall be responsible for including this policy in the induction package provided to new Board members.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference in Board meetings.

The Board Chair shall be responsible for making a ruling on any point in dispute in this policy.

### 2. Procedures

This policy shall be included in the induction package provided to new Board members. A copy of this policy shall be available for reference in Board meetings. Any point in dispute in this policy shall be resolved by the Chair.

### 3. Related Documents

- [Board Attendance Policy](#)
- [Conflict of Interest Policy](#)
- Developing an Effective Induction Process help sheet (when established)
- [Induction Checklist](#)

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APPENDIX A

Position Statement: Board Chair Cancer Wellness Support (CWS)	
Duties applicable to CWS only are given in <i>italics</i> Statutory duties (i.e. those specifically required by law) are given in <b>bold type</b>	
<b>Governance</b>	Provide leadership to the organisation
	Ensure [in partnership with the Board] that the organisation’s objectives, goals and mission are being followed
	Work with the CEO to ensure [in partnership with the Board] that the organisation develops in the appropriate direction
	Work with the CEO to ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion
<b>Planning</b>	<i>Oversee [in partnership with the Board] the production of a Strategic Plan for the organisation</i>
	Oversee [in partnership with the Board] the regular review and development of the Strategic Plan
<b>Meetings</b>	Ensure that appropriate policies & procedures are in place
	With the Secretary and the CEO, prepare the agenda in advance of the meeting
	<b>Chair Board meetings according to the Constitution and Board policies</b>
	Rule on issues of meetings procedure not covered in the policies and procedures
	Report to the Annual General Meeting on the situation of the organisation
	<b>Chair General Meetings according to the CWS Constitution</b>
<b>Administrative &amp; Management</b>	Chair the Executive Committee between Board meetings
	Serve on Board committees as required
	Liaise with Board committee chairs and report to the Board where appropriate
	<i>Ensure that appropriate recruitment policies and procedures are in place for CEO and other staff</i>
	<i>Oversee the recruitment of the CEO</i>
	Ensure that appropriate personnel policies and procedures are in place for CEO and other staff
	Oversee the annual performance review of the CEO
	Oversee the succession of the CEO
	Oversee the management of the business of the Board
	Oversee the management of the recruitment, induction, and training of Board members [in partnership with the Board]
	Oversee the management [in partnership with the Board] of the assessment, review and renewal of the Board
	Oversee the management of the organisation’s grievance procedures
	Ensure the harmony of Board deliberations
	Manage [in partnership with the Board] the succession of the position of Chair
	Serve as liaison with the CEO and, through them, to the staff
	In consultation with the CEO, report to the Board on staff management issues
	In consultation with the CEO, draw up CEO succession policy
<b>Media</b>	Under the organisation’s Media Policy, serve as spokesperson for the organisation as appropriate
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Negotiation</b>	Work with the CEO in negotiation with other organisations; report to the Board

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<b>Legal</b>	Oversee CEO to ensure that <ul style="list-style-type: none"> <li>• all legal requirements are specified in the Employee Handbook manual</li> <li>• the performance of all legal requirements is reported to the Board</li> <li>• the performance of all legal requirements is fully documented.</li> </ul>
	Ensure that all legal requirements are met in conjunction with CWS Secretary
<b>Finance</b>	With the Treasurer, oversee the CEO to ensure that the organisation's financial control procedures are adequate and that risk management strategies are in place
<b>Other duties</b>	As for Board members (attached)

**Position Statement for Vice Chair  
Cancer Wellness Support (CWS)**

The role of the Vice Chair position is to attend to the above position statement duties in the situation when the Chair is for any reason an apology for a Board Meeting and or absent from Chair duties for a period of time as accepted by the CWS Board.

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APPENDIX B

<b>Position Statement: Board Treasurer Cancer Wellness Support (CWS)</b>	
Duties applicable to CWS only are given in <i>italics</i> Statutory duties (i.e. those specifically required by law) are given in <b>bold type</b>	
<b>Governance</b>	Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
	Advise the Board on matters of finance
	Advise the Board in consultation with CEO on fundraising
	<i>Oversee the production of appropriate fully documented financial policies and procedures</i>
<b>Planning</b>	<i>With the CEO, oversee [in partnership with the Board] the production of a Business Plan for the organisation</i>
	With the CEO, oversee [in partnership with the Board] the regular review and development of the Business Plan
<b>Meetings</b>	Report to the Board at each meeting on the financial situation of the organisation
	Report to the Board at each meeting on variances from the approved budget
	With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of the organisation
<b>Administrative &amp; Management</b>	Serve on the Executive Committee between Board meetings
	Chair the Financial aspects of the Risk Management Committee
	Serve on Board committees as required
	Liaise with Board committee chairs on financial issues and report to the Board where appropriate
	Oversee the organisation's bookkeeping
	With the Chair, oversee the CEO in ensuring that the organisation's financial records are adequate, protected, backed up, and accessible.
	Oversee the organisation's banking
	Oversee the CEO in the maintenance of the organisation's asset register
<b>Finance</b>	Oversee the CEO to ensure that the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	Oversee the CEO to ensure that risk management strategies (including appropriate insurances) are in place
	<b>Oversee the CEO in collection and reception of all money due to the organisation and the making of all payments authorised by the organisation</b>
	With the CEO, oversee the organisation's investment strategy and report to the Board
	Oversee the preparation of the Budget for the coming year
	Oversee the review of income and expenditure against the budget on a continuous basis
<b>Legal</b>	With the CEO, ensure the organisation's compliance with all applicable tax arrangements
<b>Other duties</b>	As for Board members (attached)

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APPENDIX C

<b>Position Statement: Board Secretary Cancer Wellness Support (CWS)</b>	
Duties applicable to CWS only are given in <i>italics</i>	
Statutory duties (i.e. those specifically required by law) are given in <b>bold type</b>	
<b>Governance</b>	Ensure the preparation and adoption of appropriate Board policies
<b>Planning</b>	Oversee the CEO in the production of a Marketing Plan for the organisation
	Oversee the CEO in the regular review and development of the Marketing Plan
	Ensure that appropriate Policies & Procedures orders are in place
<b>Meetings</b>	With the Chair and the CEO, prepare the agenda in advance of each Board meeting
	Oversee the distribution of meeting papers before the meeting
	Oversee the Board appointed minutes secretary minutes at each Board meeting and circulate to Board members
	To produce minutes at each Special and Annual General Meeting and circulate to members of the organisation
<b>Administrative &amp; Management</b>	Serve on the Executive Committee between Board meetings
	Serve on Board committees as required
	Oversee the maintenance of a register of members
	Oversee the procedures for the admission of new members
	Oversee the procedures for the resignation of members
	Oversee the procedures for the discipline, suspension and expulsion of members
	Oversee the organisation of General Meetings
	Receive nominations for positions on the Board
	Keep under their control all books, documents and securities, and make them available to members as requested
	Liaise with relevant regulators (Australian Charities and Not-for-Profits Commission + ASIC)
<b>Media</b>	Ensure in conjunction with CEO preparation and adoption of a Media policy
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Negotiation</b>	Serve [as nominated by the Board] in negotiation with other organisations
<b>Legal</b>	Keep the Common Seal of the organisation if required
<b>Other duties</b>	As for Board members (attached)

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**APPENDIX D**

**Position Statement: Ordinary Board Member –  
Cancer Wellness Support (CWS)**

Duties applicable to CWS only are given in <i>italics</i> Statutory duties (i.e. those specifically required by law) are given in <b>bold type</b>	
<b>General</b>	On being elected to the Board, undertake induction and training procedures as provided by the Board
<b>Governance</b>	Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only
	Comply with the rules, policies and procedures of the organisation
<b>Planning</b>	Review and approve the organisation’s Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)
<b>Meetings</b>	Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
	Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
<b>Administrative &amp; Management</b>	Approach employees of the organisation (paid or unpaid) only through the CEO
	Serve on Board committees as required
	Review and approve the organisation’s systems for financial control and risk management
	Understand the organisation’s finances (including solvency)
<b>Media</b>	Comments to the media only as provided in the organisation’s Media Policy (i.e. Chair or CEO only)
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Fundraising</b>	Participate enthusiastically in any fundraising approved by the Board
<b>Legal &amp; Ethical</b>	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as 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 politely and with consideration for others, without ill feeling, improper bias, or personal hostility

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