

# GPSA Board Member Responsibilities

## General

- Undertake induction and training procedures as provided by the Board upon election.

## Governance

- Consider, debate, and vote on issues before the Board in the best interests of the organisation.
- Familiarise themselves with the Constitution of the organisation.
- Comply with the rules, policies, and standing orders of the organisation.

## Planning

- Contribute to the development of, review and approve the organisation's Strategic Plan.
- Encourage community engagement by leading one or more ongoing working groups, i.e. Research, Education, Training Practice Support, as well as periodic workshops such as biennial NTCER review.

## Meetings

- Attend all meetings; if absolutely unavoidable, apologise in advance for absence.
- Review Board papers circulated before meetings and contribute to robust discussion thereof for resolution during meeting proceedings.
- Generate and contribute to online discussions between meetings.

## Administrative & Management

- 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.

## 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 or sponsorship initiatives approved by the Board.

## Legal & Ethical

- Avoid making any improper use of their position in the organisation for personal gain or to the detriment of the organisation.
- Avoid making any improper use of information acquired by virtue of their position for personal gain or to the detriment of the organisation.
- If they have a direct or indirect material personal interest in any contract with the organisation, inform the Board immediately and abstain from voting on that issue.
- If they have a 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 on proper procedure.
- Conduct all Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus.