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## EXPRESSION OF INTEREST BOARD OF MANAGEMENT INFORMATION PACKAGE

### **Background:**

Women in Business & Regional Development Inc. (WiB&RD) invite Expressions of Interest from women interested in appointment to the Board of Management. Currently we are seeking voluntary members who have the passion and commitment to make a real difference to the economic prosperity of the Limestone Coast.

We have been in existence since 1998 always results driven and recently became incorporated under the SA Incorporations Act. Please review our website [www.wibrd.org.au](http://www.wibrd.org.au) to get an indication of our role, recent projects, network events, e-newsletters and current board member profiles.

As a not for profit community organisation, Women in Business & Regional Development Inc's mission – *"Igniting the potential of women"*. We have a reputation for excellence and professionalism, always working to a plan with the assistance of paid executive and project staff.

The board meets once per month, commencing in February each year with meetings generally limited to 2 hours and held alternately in Naracoorte and Coonawarra. Our December meeting, a Christmas celebration is held anywhere in the Limestone Coast - our opportunity to thank past and present board members for their valuable contributions.

Appointment to the Board is in line with our Constitution - a minimum of one year with the opportunity for renomination at our Annual General Meeting. Any resignations are also in line with our Constitution. Please refer to Constitution for other order of business.

### **Objectives:**

To ensure effective decision making and adherence to sound corporate governance principles the selection of board members is based on skills, knowledge and experience together with a genuine desire to support the objects of the association as detailed below:

- Relief of poverty for rural women
- Advancement of education for rural women through the provision of knowledge, greater educational and employment opportunities
- Identify and encourage women who have the potential to stimulate creativity, wealth and business at a community level
- Provide potential leaders with skills, motivation and confidence to identify and promote opportunities for economic development in their communities and in the Region

- Support individual women who wish to establish a new business or to expand an existing business to access information, advice and opportunities for skills development
- Initiate actions that make practical differences to rural women's lives and livelihoods
- Provide stimulating networks for sharing, discussion and debate for rural women
- Build networks for rural women with other groups throughout the Limestone Coast, Australia and the world
- Encourage provision of services by government agencies and private organisations for rural women
- Promote awareness of rural women's contributions to the social and economic bottom line
- Celebrate women's social and economic achievements

**Skills Required:**

Members will be appointed for their relevant experience and knowledge in one or more of the following areas:

- Finance
- Business Development
- Marketing
- Corporate Sponsorship
- Governance
- Event Coordination/Management
- Strategic Vision
- Information Technology, including website & database maintenance

Excellent communication skills and strategic thinking are required as well as the ability to work co-operatively with other Board members. This is a rare opportunity to join a well established, respected and successful women's organisation.

**Board member responsibilities:**

Board members are expected to:

1. Commit to the objects of the association
2. Regularly attend board meetings - a minimum attendance at 90% of Board meetings is expected
3. Become involved in short term sub-committees, events and special functions
4. Keep up to date with the organisation's priorities - reading of minutes, reports and any other necessary meeting papers
5. Contribute to effective board decision making and provide comment and input whenever required
6. Be familiar with the Constitution
7. Put forward ideas and contribute to future strategic directions of the organisation
8. Respond to emails from the Executive Officer and board members promptly
9. Demonstrate loyalty and commitment to the organisation and publicly promote the ideals of the organisation
10. Accept responsibility for particular areas of work

11. Regularly attend functions and represent the organisation at other functions
12. Lead initiatives in areas of interest to you
13. Contribute to the annual business planning process including relevant approvals process such as annual budgets, marketing plans, etc
14. Utilise their networks to promote current initiatives

Please also refer to our Board Duties document attached, which outlines both Office Bearers and board positions in detail.

**Member Benefits:**

An annual budget to cover all meeting costs is approved and reimbursement of some travel costs is offered to board members following submittal of a travel claim. Informal mentoring is provided by senior members and a formal induction process is undertaken with a comprehensive handbook provided. A member profile and photograph is included on our website. Board policies are currently under development to minimise risk and support board decisions.

**Application Process:**

It is recommended you review our Constitution and Strategic Plan which can be found on our website.

An Expression of Interest form is available on our website for completion and return. Alternately you may wish to provide a copy of your Curriculum Vitae (CV) or resume together with a covering letter incorporating full contact details.

The closing date for nominations is 5.00 pm 10 September 2011. All forms must be sent via email to Kimberley Bounds, Executive Officer, at [executive@wibrd.org.au](mailto:executive@wibrd.org.au)

Members planning to submit an Expression of Interest for vacant Board positions should also note:

- Nominees must be financial members (or willing to pay a membership fee upon acceptance to the Board)
- Any general enquiries should be directed to Liz Ballinger, Chairman, at [chairman@wibrd.org.au](mailto:chairman@wibrd.org.au) Telephone 8753 2268 or Mobile 0428 845320.

Once all applications have been received, the selection panel will consider all applications. We are aiming to establish a pool of potential board members.

A formal response to your application will be sent with invitations extended to attend our Annual General Meeting on 18 October 2011.

Thank you for indicating an interest in being part of a vibrant, forward thinking organisation dedicated to realising tangible outcomes for women across the Limestone Coast.

Yours sincerely

LIZ BALLINGER  
CHAIRMAN  
June 2011

**ATTACHMENT ONE (SUBJECT TO CHANGE):****Duty Statement: Board Chairman**

| <b>Women in Business &amp; Regional Development Inc.</b> |  |
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| <b>Governance &amp; Planning</b>                         | <p>Provide leadership to the organisation</p> <p>Ensure in partnership with the Board that the organisation's objectives, goals and mission are being followed</p> <p>Work with the Executive Officer to ensure in partnership with the Board that the organisation develops in the appropriate direction</p> <p>Work with the EO to ensure in partnership with the Board that the organisation operates in an ethically, environmentally, and socially responsible fashion</p> <p>Oversee in partnership with the Board the production of a Strategic Plan and annual business plan for the organization</p> <p>Oversee in partnership with the Board the regular review and development of the Strategic Plan and annual business plan</p> |
| <b>Meetings<br/>Administrative &amp;<br/>Management</b>  | <p>Ensure that appropriate standing orders are in place</p> <p>With the Secretary and the Executive Officer, prepare the agenda in advance of the meeting</p> <p>Chair Board meetings according to Standing Orders</p> <p>Rule on issues of meetings procedure not covered in the Standing Orders</p> <p>Report to the Annual General Meeting on the situation of the organisation</p> <p>Chair General Meetings according to Standing Orders</p> <p>Serve on Board committees as required</p> <p>Liaise with Board committee chairs and report to the Board where appropriate</p> <p>Ensure that appropriate contracting policies and procedures are in place for Executive Officer and any other contractors</p>                           |
| <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 Executive Officer in negotiation with other organizations; report to the Board   |
| <b>Legal</b>   | <p>Oversee Contractors to ensure that</p> <ul style="list-style-type: none"> <li>• the modes of performance of all legal requirements are featured in the procedures 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> <p>Ensure that all legal requirements are met</p>   |
| <b>Finance</b>   | With the Treasurer, oversee the contractors 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   |

**Duty Statement: Board Treasurer**

| <b>Women in Business &amp; Regional Development Inc.</b> |  |
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| <b>Governance</b>  | <p>Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation</p> <p>Advise the Board on matters of finance</p> <p>Advise the Board on fundraising</p> <p>Oversee the production of appropriate fully documented financial policies and procedures</p>   |
| <b>Planning</b>  | <p>With the Executive Officer, oversee in partnership with the Board the production of a Business Plan for the organisation</p> <p>With the Executive Officer, oversee in partnership with the Board the regular review and development of the Business Plan</p>   |
| <b>Meetings</b>  | <p>Report to the Board at each meeting on the financial situation of the organisation</p> <p>Report to the Board at each meeting on variances from the approved budget</p> <p>With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting</p> <p>Report to the Annual General Meeting on the financial situation of the organisation</p>   |
| <b>Administrative &amp; Management</b>                   | <p>Serve on Board committees as required</p> <p>Liaise with Board committee chairs on financial issues and report to the Board where appropriate</p> <p>Oversee the organisation's bookkeeping</p> <p>With the Chair, oversee the Executive Officer in ensuring that the organisation's financial records are adequate, protected, backed up, and accessible</p> <p>Oversee the organisation's banking</p> <p>Oversee the maintenance of the organisation's asset register</p>   |
| <b>Finance</b>   | <p>Oversee the Executive Officer and Administration Officer to ensure that the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place</p> <p>Oversee the Executive Officer to ensure that risk management strategies (including appropriate insurances are in place)</p> <p>Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation</p> <p>With the Executive Officer, oversee the organisation's investment strategy and report to the Board</p> <p>Oversee the preparation of the Budget for the coming year</p> <p>Oversee the review of income and expenditure against the budget on a continuous basis</p> |
| <b>Legal</b>   | <p>With the EO, ensure the organisation's compliance with all applicable tax arrangements</p>  |
| <b>Other duties</b>                                      | <p>As for Board members</p>  |

**Duty Statement: Board Secretary**

| <b>Women in Business &amp; Regional Development Inc.</b> |  |
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| <b>Governance</b>  | Ensure the preparation and adoption of appropriate Board policies  |
| <b>Planning</b>  | Oversee in partnership with the Board & Marketing subcommittee the production of a Marketing Plan for the organisation<br>Ensure that appropriate standing orders are in place   |
| <b>Meetings</b>  | With the Chair and the Executive Officer, prepare the agenda in advance of each Board meeting<br>Oversee the distribution of meeting papers before the meeting<br>Take minutes at each Board meeting and circulate to Board members<br>Take minutes at each General Meeting and circulate to members of the organisation   |
| <b>Administrative &amp; Management</b>                   | Serve on Board committees as required<br>Oversee the maintenance of a register of members<br>Oversee the procedures for the admission of new members<br>Oversee the procedures for the resignation of members<br>Oversee the procedures for the discipline, suspension and expulsion of members<br>Oversee the organisation of General Meetings<br>Receive nominations for positions on the Board<br>Keep under their control all books, documents and securities, and make them available to members as requested |
| <b>Media</b>   | Ensure preparation and adoption of a Media policy<br>Under the 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>                                       | Serve [as nominated by the Board] in negotiation with other organisations  |
| <b>Legal</b>   | Keep the Common Seal of the organisation   |
| <b>Other duties</b>                                      | As for Board members   |

**Duty Statement: Ordinary Board Member**

| <b>Women in Business &amp; Regional Development Inc.</b> |  |
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| <b>General</b>   | On being elected to the Board, undertake induction and training procedures as provided by the Board<br>Voluntarily assist the board where possible   |
| <b>Governance</b>  | Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only<br>Comply with the rules, policies, and standing orders 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<br>Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting<br>Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate  |
| <b>Administrative &amp; Management</b>                   | Approach contractors of the organisation (paid or unpaid) only through the Chair<br>Serve on Board committees as required<br>Review and approve the organisation's systems for financial control and risk management<br>Respond in a timely manner to all communication requests   |
| <b>Media</b>   | Make comments to the media only as provided in the organisation's Media Policy   |
| <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 organization<br><br>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 organization<br><br>If board members have any direct or indirect pecuniary interest in any contract with the organisation, inform the Board immediately<br><br>If board members have any direct or indirect pecuniary interest in any contract with the organisation, not vote in the Board on that issue<br><br>If they have any non-pecuniary 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<br><br>At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus |