



## BOARD OFFICE-BEARER POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

### INTRODUCTION

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

### PURPOSE

This policy seeks to ensure that members and office-bearers of the Board know their respective duties and obligations.

### POLICY

Members and Office-bearers of the Board shall have the duties and obligations set out in Appendix #1, below.

### RESPONSIBILITIES

The Chief Executive Officer EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT 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.

### 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.