

Guide to Board Roles

Chairperson

The Chairperson or President is responsible for:

- Ensuring regular Board meetings are well-designed and organised
- Ensuring that the constitution and rules are adhered to
- Maintaining a neutral position during discussion and decision-making, including noting decisions or motions and asking the meeting to vote on these or facilitating the achievement of consensus.
- When the constitution makes provision, delivering a casting vote in the event of an equal vote (you should be guided by the protocol of using a casting vote to retain whatever is the status quo position rather than change)
- Preparing an agenda in consultation with the Secretary and the station manager (where there is one)
- Dealing with agenda items in order of importance, keeping discussion and decision-making relevant and setting time limits when necessary
- Ensuring all members have the opportunity to speak
- Maintaining order throughout meetings
- Suggesting appropriate procedures to deal with any difficulties in getting through agenda items (maintaining meeting rules/standing orders)
- Signing the minutes of previous meetings after they have been confirmed as a true record
- Representing the organisation at all levels of the community.

Treasurer

The Treasurer is responsible for maintaining and managing the finances of the station and provides regular financial reports to the Board or Management Committee – usually monthly.

Depending on the size of the station, a bookkeeper may be responsible for the day-to-day entry of financial transactions using standard accounting software such as MYOB, Xero or QuickBooks.

As a minimum, the Treasurer should keep, or ensure that the station keeps, the following financial records to support income and expenditure of monies:

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Treasurer(cont'd)

- Invoices/receipts for purchases (all payments) with online transaction/cheque number reference
- Fully completed transaction records and cheque butts showing who the money was paid to and for what purpose
- Copies of receipts issued for any money received (this should be banked as soon as possible)
- Copies of sponsorship agreements to support sponsorship payments received
- Petty cash receipts (if a petty cash system is used)
- An asset register listing all assets purchased or donated, e.g. Studio equipment, CDs, office equipment
- Bank statements

Secretary

The Secretary is responsible for:

- Making sure all correspondence and official records of the organisation are up to date, accurate and in order (other than financial)
- Assisting the Chair and Executive Officer to organise Board meetings
- Ensuring the minutes of the meeting are taken, either by themselves or delegated to a minute-taker
- Ensuring that information for the Board and from the Board is dealt with in an efficient manner
- Ensuring that meeting papers (agenda, correspondence and previous minutes) have been distributed
- Working with the Chair to ensure that meetings run smoothly
- Knowing the rules of the organisation and taking responsibility for all the legal requirements associated with incorporation
- Maintaining the register of members and ensuring details are up to date.

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Board Members Duties

Generally speaking, Board members are expected to:

- Commit to the role of Board member and be prepared to learn about governance
- Regularly attend Board meetings
- Keep up to date by reading the minutes, reports and any other necessary meeting papers
- Be active in all Board or committee decision-making
- Understand how the radio station works administratively but not interfere with management or staff roles
- Be familiar with the constitution and the radio station's responsibilities regarding legislation and finances
- Be active in planning for the future direction of the radio station
- Be faithful and supportive of the radio station in the eyes of the public and advocate for community broadcasting in general
- Consider taking up a portfolio role (e.g. finance committee, fundraising, sponsorship, etc.)
- Regularly attend the station's functions and represent your radio station at outside events