

## **Chairperson's role**

In addition to their role as a Director, the Chairperson shall arrange and chair a meeting of the Board each month of the year, save for August and December and as necessary if there is any emergency business, as directed by the Board and cause a true and accurate record of the minutes to be recorded and agreed.

## **Director's role**

- To protect the reputation and well-being of the organisation. As a member of the Board, they will agree to carry out my responsibilities with the highest degree of integrity, to disclose any potential conflicts of interest, and to avoid all real and perceived conflicts of interest, both financial and programmatic.
- To attend Board meetings regularly. They understand that they are expected to attend at least 7 out of the 10 Board meetings each year.
- To commit at least 2 to 4 hours per month (including board meetings) to the work of this Board and of the Mansfield and Ashfield 2020 network, and any extra effort that may be required in relation to events or other special activities as a volunteer.
- To provide active assistance in public activities, including making contacts with key local businesses and participating in networking meetings and board meetings.
- They agree to represent the organisation at outside meetings or events important to the business community.
- To be familiar with the organisation's priorities and initiatives. Along with the rest of the Board, they will oversee (but am not involved in managing) the work of the organisation.
- To respect, listen to, and treat courteously all people involved with the organisation. They recognise that the organisation exists to be the hub for business direction, growth and support for all businesses at each stage of their life cycle.
- To recognise that they I serve on the Board and that it is their responsibility to ensure that the organisation meets both legal and ethical standards.
- They will talk about the work and achievements of the organisation with colleagues and friends.
- They will share names of prospective members.

- To be active in monitoring the organisation's income and expenses, and reviewing and approving the annual budget.

**In turn, Mansfield & Ashfield 2020 is responsible to Directors in the following ways:**

- They will receive financial reports regularly, without having to request them, and will receive a draft annual budget for review prior to the meeting at which it is discussed and approved.
- They can call on the Operations Manager and/or Board members to discuss the research, initiatives, and operations of the organisation. They will provide information willingly and answer any questions thoroughly.
- Other Board members will respond in a straightforward and thorough fashion to questions they need answered so that they can carry out their responsibilities to the organisation.
- They will be kept informed about the progress and problems of the organisation, and will receive accurate, complete, and timely information about any issues or problems that may have major impact upon the organisation, its staff, or Board.