

## AGREEMENT to ACT as Board Member

I, \_\_\_\_\_ accept the position of Board Member for Safe Waters Community Care Inc. (SWCC) and I agree to carry out the duties of a Board member listed below.

I accept responsibility for my duties as Board member to:

- Actively participate and contribute constructively to the productivity and outcomes of meetings;
- Keep informed about the organisation's business;
- Act as a spokesperson for the organisation when requested by the Board;
- Be a member and/or chair of sub-committees/working groups as required;
- Sign letters or documents on behalf of the organisation as required; and
- Exercise delegation of authority and expenditure as determined by the Board

I accept responsibility for my duty to work with other members of the Board to:

- Provide a clear and viable direction for the organisation, agree on priorities and oversee the development of an organisational plan;
- Oversee the development of an annual budget;
- Ensure the solvency and financial viability of the organisation;
- Establish clear expectations for the performance of all Board members, staff and volunteers;
- Make informed decisions on key governance issues;
- Establish accountability and reporting processes for Board members and staff;
- Ensure that appropriate systems are in place for recruitment and the performance appraisal and management of staff;
- Monitor the implementation of plans, budgets, policies and decisions and be able to recognise and take action when these are not implemented in an agreed way;
- Ensure sound risk management is in place by establishing and monitoring a risk management plan, including appropriate insurance cover;
- Ensure compliance by the organisation with legislation, contracts and any other legal obligations;
- Ensure the organisation meets the requirements specified in its Constitution
- Ensure that the SWCC policies and procedures are followed;
- Oversee the signing of contracts;
- Monitor the performance of the Board;
- Monitor the performance of the organisation and take action to ensure the organisation performs to its capacity and meets its contractual obligations;
- Ensure that the Board is sustainable over time and that succession is well planned;
- Address any conflicts of interest within the Board and across the organisation; and
- Ensure that membership and community support are maintained.

Attendance at Meetings

I agree to attend all scheduled and extraordinary Board meetings. If I am unable to attend a meeting, I agree to give the maximum notice possible.

Resignation of Member

If I must resign, I agree to give 4 weeks notice in writing and will make every effort to find a replacement person for the Board.

Request to Stand Down

I am aware that I can be requested to stand down from the Board for missing 3 meetings in a row without providing acceptable reasons.

Conflicts of Interest

I agree to abide by the organisation’s Conflict of Interest Policy and undertake to notify the Board of any interests I hold that may conflict with my duties as a Board member or affect the decisions that I make as a Board member.

Code of Conduct

I agree to abide by the organisation’s Code of Conduct for Board members.

Confidentiality

I agree to retain all Confidential Information in the strictest confidence. I will not disclose any Confidential Information to any person other than for purposes directly related to my position at SWCC.

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(Signed)

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(Date)