

FLEURIEU COMMUNITY FOUNDATION LTD.

Board Roles and Responsibilities

Date of Adoption	28 September 2012
Dates Reviewed	30 June 2017
Date of Next Review	30 June 2019

1. PURPOSE:

To identify the roles and responsibilities of staff and members of the Board of the Fleurieu Community Foundation (FCF).

2. BACKGROUND:

The Board and staff of the FCF have a legal and moral responsibility to ensure that the organisation functions in the best interests of the Fleurieu community it serves.

The Board provides purpose, leadership and overall strategy, and it has the responsibility of assuring the public that the organisation's finances are sound, its operations are legal, and its procedures work.

The Board and staff should demonstrate professional ethical behavior at all times – in their responsibilities to the organisation, in their professional relationships with each other and in their professional service to the community – and are required to adhere to a code of ethics and other policies and guidelines.

3. DETAILS:

Governance and Management

What the Board does is known as governance; what the staff does is management. The functions are separate and different but they should operate as a partnership.

Boards are carefully chosen to provide the right mix of expertise, commitment and guidance.

The Partnership

The Board and the organisation's staff must strive to achieve an effective and productive relationship – with both parties committed to working for the good of the organisation.

Clarifying roles

The following lists may be useful in helping Board members clarify where their responsibilities begin and end (or converge).

Board Responsibilities

- Attending and preparing appropriately for meetings so as to facilitate effective participation
- Setting long-term goals
- Determining yearly objectives
- Ensuring the mission of the organisation is adhered to
- Sharing identified areas of expertise, skills and knowledge to assist in the day to day operations of the Foundation when needed.
- Preparing and monitoring budgets and allocating funds
- Approving any changes or additions outside the budget
- Taking responsibility for the company's financial records
- Evaluating programs, services, and products
- Evaluating Board members and their performance
- Employing the organisation's EO and evaluating his/her performance
- Appointing new Board members
- Taking ultimate responsibility for all legal matters

- Taking ultimate responsibility for compliance with regulatory requirements (e.g. annual general meeting, annual returns, audits, reporting)
- Appointing auditors and approving the audit of the financial records
- Maintaining and actively building the organisation's public profile
- Chairing &/or actively participating in at least one sub committee (Marketing and Promotions, Giving and Grant Making, Fund Development, Legal and Finance)
- Completing identified tasks as and when required

Staff Responsibilities

- Providing information to the Board, including recommendations for action
- Supporting the Board's planning function
- Determining community needs
- Grant seeking and writing
- Operating programs and reporting on their successes and shortcomings
- Assisting with organising of events, fundraising activities, etc. once approved by the Board
- Managing volunteers and staff (other than the CEO)
- Implementing Board decisions
- Conducting day-to-day financial operations
- Monitoring and managing daily operations

Joint Responsibilities

- Discussing ideas and forming long-term goals and commitment to actions
- Planning organisational strategies
- Designing programs to achieve the group's mission
- Proposing and implementing/actioning fundraising ideas
- Ensuring risk management programs are implemented
- Ensuring that achievements are recognised and documented
- Actively promoting the organisation