

The Role of the Board

The WIRE Board has fiduciary duty to the organisation and is responsible for:

- financial management
- set good governance policy
- set and monitor strategic direction
- determines new areas of development
- ensure that legal obligations under the Act are complied with;
- ensure the organisation is well managed and
- relevant regulations (eg OH&S) are abided by.

The position of Chair

The Chair is responsible for leading the Board in its processes of governance. In general terms this involves:

- strategic thinking and long-term vision consistent with WIRE's *raison d'être*;
- understanding of fiduciary duty;
- strong commitment to WIRE values;
- good understanding of the principles of feminism and application of these within the Board, within the organisation and underpinning the work of the organisation;
- having leadership skills in the eyes of the Board;
- being accessible to the CEO and supportive of her role;
- and having the ability to serve as an effective advocate for WIRE where appropriate.

The Chair role is more than a figurehead; it can have real and lasting impact on the long-term health and future of WIRE.

In more specific terms, apart from attendance at the Board meetings, the Chair's role requires about 5-10 hours a week, including meetings, phone calls, reading material, writing letters and emails, and thinking time! Some of the duties are listed below

Duties:

1. To prepare for and chair all Board meetings
2. To establish appropriate processes, reflecting the feminist approach. This achieves useful outcomes at Board meetings.
3. To ensure the accurate reporting of meetings with the assistance of the Secretary, and to follow up agreed actions.
4. To chair relevant subgroups set up by the Board
5. To chair WIRE steering committees for research projects where appropriate.
6. To assist as MC for WIRE's public events where appropriate

7. To be lead contact for negotiations on contracts, and to sign contracts and funding agreements and other relevant documents and correspondence, on behalf of the Board.
8. To maintain contact with the Board members on agreed matters, or matters as they arise, outside of Board meeting times.
9. To maintain regular contact with the CEO on all issues requiring Board attention
10. To support the CEO in the implementation of the strategic plan of the organization, where decisions are required.
11. To liaise appropriately with a range of stakeholders including government, QVWC, members and supporters, and other relevant organizations.
12. To undertake some public speaking requests on behalf of the organization
13. To develop the annual strategic planning process, in consultation with the CEO

The position of Treasurer

The Treasurer is the person on whom the Board relies for guidance on the financial, management of the organisation. She ensures that an appropriate budget process is agreed, and that systems are in place to monitor expenditure and report this monthly to the Board, in a manner that can be followed readily by non-accountant Board members. This involves regular meetings with the financial officer and CEO of WIRE. In the case of proposed change to accounting systems, her advice is crucial. Her expertise will be drawn upon in assisting the Board with decisions on any financial matter.

The position of Secretary

The Secretary ensures that accurate records of the Board's meetings are kept. This includes the Strategic Planning Day. Where it is determined that the Board writes on matters arising from Board meetings, such letters are drafted by the Secretary for the Chair's signature. Where sub-groups are established, she will establish recording processes for each of them. Where documentation needs to be provided for meeting requirements under the Act, she will prepare these for the public officer.

The position of Public Officer

The duties of the public officer are set out under the Act and relate largely to providing documentation to the Victorian Government, for example for providing relevant and timely information on AGM processes and its tabled documents, and other specific actions such as the exemption from the Equal Opportunity Act.

The position of General Member

The General Members has a fiduciary duty to the organisation and is responsible for:

- financial management
- set good governance policy
- set and monitor strategic direction
- determines new areas of development
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- ensure the organisation is well managed and
- relevant regulations (eg OH&S) are abided by.