



POSITION DESCRIPTIONS¹

Branch Nominated Director (BND) updated post December 17, 2020 EGM

Purpose of the Position: To govern the Association on behalf of its members

Category	Responsibilities
General	On accepting a nomination, undertake in writing to fulfill the duties of a Director of the Association and comply with relevant laws and regulatory requirements.
	On being elected to the Board, undertake induction and training procedures as provided by the Board.
	Maintain a relationship with, and awareness of issues in, his/her nominating Branch.
Governance	Consider, debate, and vote on issues before the Board on the basis of the best interests of the Association.
	Comply with the Association's Constitution, Bylaws, Policies and Procedures
	Contribute to the development and review of the Association's Policies and Procedures.
	Respect confidentiality of Board deliberations.
Planning	Review and approve the Association's Strategic Plan and other consequential arrangements (annual Business Plan).
Meetings	Attend all meetings or apologise in advance for absence.
	Read papers and consider issues before each Board meeting.
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate.
Proxy	The Constitution (54.2) allows for a BND to appoint another member as their Alternate. BND to advise National Chairman and National Secretary of the arrangements. A proxy would be appointed only if a vote was required on a specific matter.
Committees	Serve on Board Committees as required subject to skills
Media	National Chairman is media spokesperson on behalf of the Board
Promotion	Promote the Association in the community as opportunities arise.
Legal & Ethical	Act with reasonable care and diligence.
	Act in good faith in the best interests of the Association.
	Act for a proper purpose – that is, exercise powers only for the purpose for which they were given.
	Disclose and manage conflicts of interest in accordance with the Association's Conflict of Interest Policy.
	Ensure the financial affairs of the Association are managed responsibly.
	Do not allow the Association to operate while insolvent.
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus.

¹ Responsibilities shown in **bold** are legal requirements