

## ROLES AND RESPONSIBILITIES

### Chair

(Elected by  
 Management  
 Group)

The Chair is a representative of a member organisation and provides leadership and direction to es4W Management Group and Council. The Chair works collaboratively with the Executive Officer, Policy Advisor, Finance and Administration Co-ordinator and member organisations to ensure the strategic direction is set.

In order to fulfil these responsibilities, the Chair:

- presides over meetings,
- in collaboration with the Management Group nominates members for the various working parties,
- monitors the performance of Executive Officer/Policy Advisor, and Finance and Project Officer ,
- submits various reports to the Management Group, to funders, and to other "stakeholders";
- performs other duties as required or as defined in the eS4W's Constitution and
- Identifies any conflict of interest between the member organisation and any projects delivered by eS4W

The Chair on behalf of the Management Group and Council is aware of and ensures eS4W fulfils its governance responsibilities by:

- complying with applicable laws;
- conducting all business effectively and efficiently;
- ensuring accountability for their performance

### MEETINGS

The Chair ensures that an agenda is planned for all meetings. This may involve periodic meetings with working party members, the Executive Officer and the Finance and Project Officer to draft annual and general meeting agendas and reporting schedules.

The chair presides over meetings of the Management Group and Council. In this capacity, the Chair:

- chairs meetings according to accepted rules of order for the purposes of
  - encouraging all members to participate in discussion;
  - facilitating discussion and debate, ensuring discussions

- do not stray too far from the prepared agenda
- arriving at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the bylaws.

#### EMPLOYEE RELATIONS

The Chair is the primary liaison between the Management Group, Council and the Executive Officer/Policy Advisor and Finance and Project Officer. In this capacity the Chair monitors the performance of the Executive Officer, and the Finance and Project Officer, and the Chair:

- meets periodically with the Executive Officer and Finance & Project Officer
- ensures that periodic performance reviews of the Executive Officer and Finance & Project Officer are conducted;
- participates in the hiring and evaluation of the Executive Officer and Finance & Project Officer

#### COMMUNITY RELATIONS

The Chair ensures that eS4W maintains positive and productive relationships with media, funders, member organisation, and other women's alliances.

In this capacity, the Chair serves as primary spokesperson for eS4W.

Duties may include:

- representing the organization to the media;
- representing the organization on governmental or nongovernmental organizations and committees;
- timely and appropriate reporting of Management Group decisions and actions to members and/or funders and/or other alliances.

#### SKILLS/EXPERIENCE PREFERENCES

- Human Resources
- Previous board experience
- Past high level interaction with government
- Policy and Advocacy background

<p>Deputy Chair</p> <p>(Elected by management group)</p>	<p>The Deputy Chair is a representative of a member organisation and</p> <ul style="list-style-type: none"> <li>• Supports the Chair and steps-in when the Chair is unavailable.</li> <li>• The Deputy Chair plays a major role in the leadership of eS4W and is required to have a good understanding of the responsibilities of the Chair and be able to take on these responsibilities when required.</li> </ul> <p><b>SKILLS/EXPERIENCE PREFERENCES</b></p> <ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Previous board experience</li> <li>• Past high level interaction with government</li> <li>• Policy and Advocacy background</li> </ul>
<p>Treasurer</p> <p>( Elected by management group)</p>	<p>The Treasurer Is a member of the Management Group and a representative of a member organisation and</p> <ul style="list-style-type: none"> <li>• Ensures that the Management Group and Council maintain the degree of financial literacy necessary to conduct the business of the Alliance.</li> <li>• Ensures that appropriate financial procedures are in place for eS4W and financial reports are easily understood.</li> <li>• Reports to the Management Group and Council on the financial position of eS4W</li> <li>• In consultation with the Executive Officer and Finance and Administration Co-ordinator develop a projected budget for approval annually</li> <li>• Report to the Annual General Meeting on the financial situation of the organisation.</li> <li>• Ensure all accounts are independently audited according to funding body requirements.</li> </ul> <p><b>SKILLS/EXPERIENCE PREFERENCES</b></p> <ul style="list-style-type: none"> <li>• Financial Tertiary qualification</li> <li>• Financial background</li> <li>• Knowledge of Excel and MYOB</li> <li>• Ability to understand and communicate financial information such as Balance Sheets, Profit &amp; Loss Statements, Audited Financial Statements</li> </ul>

Secretary

(Elected by  
management  
group)

The Secretary is a member of the Management Group and a representative of a member organisation and

- Ensures agendas are prepared and distributed
- Ensures an accurate record is kept of all meetings and this record is distributed in a timely manner
- Ensures all the legal requirements of incorporation are carried out
- Assists in the organisation of Management Group and Council meetings, identifying any conflict of interest between a member organisation and any projects delivered by eS4W

**SKILLS/EXPERIENCE PREFERENCES**

- Working knowledge of meeting procedures; previous meeting administration experience.

Management  
Group Member

(Elected by  
Council)

The Management Group member is a representative of a member organisation and is elected by the Council and holds the fiduciary responsibility for eS4W:

- ensuring all legal requirements are met
- ensuring all KPI's set by the funding body are met in a timely manner
- is accountable to its members, other stakeholders, including the Office for Women and most importantly the women of Australia
- contributes to the strategic direction of eS4W in collaboration with the Council, Executive Officer and Finance & Project Officer to ensure eS4W acts according to its stated mission and goals
- identifying any conflict of interest between the representative of and or member organisation and any projects delivered by eS4W

This is achieved by operating in accordance with best practice corporate governance:

- Regular attendance at Management Group meetings and important related meetings.
- Making a serious commitment to participate actively in the work of the Management Group.
- Volunteering for and willingly to accept tasks and completing them thoroughly and on time.
- Staying informed about eS4W matters, being well prepared for meetings, and review and comment on minutes, reports and other documents.
- Working with other members to build a collegial working relationship that contributes to consensus.
- Actively reflects on their own practice in achieving the effective outcomes of the Management Group and Council.
- Actively participates in the committee's annual evaluation and planning efforts.
- Leverages personal and professional networks to achieve outcomes for eS4W

<p><b>Council Members</b>           (representative of member organisations)</p>	<p>The Council members are representatives of national and state based member organisations who are aligned to eS4W values.</p> <p>Council members:</p> <ul style="list-style-type: none"> <li>• elect the Management Group</li> <li>• in collaboration with Management Group, Executive Officer, Policy Advisor and Finance and Administration Co-ordinator set the Strategic Direction of eS4W</li> <li>• provide a forum in which the views of the member organisations of ES4W can be expressed and discussed</li> <li>• provide expertise and advice to the Management Group on emerging and/or critical issue impacting of women’s economic security</li> <li>• are consulted where relevant in the preparation of strategic submissions, position papers and policies related to specific expertise or content knowledge</li> <li>• are acknowledged in submissions and in the eS4W Annual Report</li> <li>• identify any conflict of interest between the representative of and/or a member organisation and any projects delivered by eS4W</li> </ul>
<p><b>Working Group</b>           (drawn from Council)</p>	<p>The Working Group members are drawn from the Management Group and Council to provide:</p> <ul style="list-style-type: none"> <li>• Establish their own processes for members to communicate and function as an issues-based ‘think tank’</li> <li>• Determine and progressively advise the alliance as a whole (through Council Members) on priority areas, emerging issues, project proposals and activities for their approval in eS4W work plans when possible and if they impact significantly on resources</li> <li>• Add value to written reports and submissions prepared by Executive Officer/Policy Advisor and or other member organisations</li> <li>• Where needed, advise EO to convene Action &amp;/or Working Groups and to provide strategic support with logistical support from Finance and Project Officer</li> <li>• Accommodate a floating membership although temporary membership should have clear objective/task</li> </ul>

Public Officer

(Nominated by  
management  
group)

The public officer is responsible for:

- notifying NSW Fair Trading of any change in the association's official address within 28 days
- collecting all association documents from former committee members and delivering the documents to the new committee member
- returning all association documents to a committee member within 14 days, upon vacating office
- lodging an annual summary of financial affairs, with the prescribed fee, within 1 month of the association's annual general meeting
- acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible,
- custody of any documents as required by the constitution
- Notifying NSW Fair Trading within 28 days of any change to the association's official address.

SKILLS/EXPERIENCE PREFERENCES

- Previous Association administration