

# Role description

## Director



### Principles

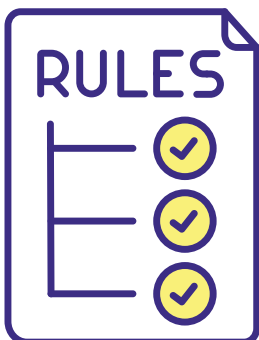
Mambourin is a not-for-profit disability services provider.

A director is a member of the board.



A board is a group of people who guide companies on what to do.

Directors are chosen or voted in based on Mambourin's needs.



The board guides Mambourin on the best things to do.

The board makes sure Mambourin follows all laws and rules.



Directors are chosen based on:

- what they know
- their experience

Experience is what they have done in their work or study before.

- if they are the best person for the role.

All directors are chosen the same way.



This includes directors selected by current board members.

All directors need to be honest and work in the best way for Mambourin.



Directors represent Mambourin as a group.

Directors will be chosen to make sure the board has the right mix of people and skills to reach its goals.



This may include:

- Participant representation. A participant is a person who uses disability support services.
- Stakeholder representation. A stakeholder is someone who has something to do with the decision making in a company.
- Gender mix
- Social mix
- Cultural mix
- Business skills .



All directors have the same jobs and responsibilities.

A responsibility is when you do the things you are supposed to do and accept the results of your actions.



The board chairperson has their own special jobs and responsibilities.



## Purpose of the board

The board has two main responsibilities:

- Make sure Mambourin follows all laws and rules.
- Check how well Mambourin performs.

## Description of the board role

The board represents Mambourin's community and members.



They are in charge of seeing what needs to be done to make sure Mambourin performs well.

The board has given Mambourin's CEO the power to run Mambourin.

The board is not involved in Mambourin's day-to-day tasks or services.



Their job is to:

- make rules and plans
- check if things are going well
- make sure all rules are followed.



## Measurement of your performance

- Follow all laws and rules of the Corporations Act. Do this as both individuals and as a group.
- Follow Mambourin's rules and responsibilities. Do this as both individuals and as a group.
- Achieve the planned goals.
- Manage Mambourin's money.
- Have good communication with Mambourin's stakeholders.

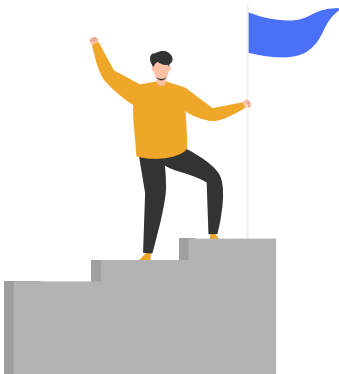


## General expectations

- Have an understanding of:
  - what Mambourin wants to achieve
  - Mambourin's main purpose
  - what is important to people at Mambourin.
- Do what is expected as a board member.

This includes:

- being careful
- being loyal
- following all laws and rules.





- Be fair when making decisions.  
Try to hear all sides of the story.  
Guide people who are upset or angry to the best way to fix their problems.



- Don't talk about Mambourin things with people who are not board members.  
Only speak for Mambourin when the board chairperson says so.
- Act in a way that doesn't harm Mambourin.
- Support the board when making decisions.

## How the board does things



- Make sure Mambourin does what it says it will do.
- Follow all of Mambourin's:
  - Laws
  - Rules
  - Way to do things.



- Discuss and vote on things that are best for Mambourin.
- Make choices that are good for the whole company and not just for a few people.



- Let Mambourin know straight away if you say or do anything that may affect your decision making as a board member.
- Do not be influenced by things around you and be fair and honest when making choices.

## Planning



- Look over and allow things that are correct to go forward.

These things include:

- Business plans
- Plans for the future
- Marketing plans.

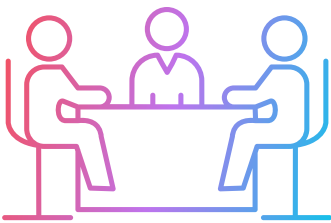


- Work with stakeholders and make connections with other companies to help Mambourin grow.
- Be up to date with government rules and news.



## Money management and things to do with the law

- Read and understand how Mambourin manages their money.
- Allow Mambourin to spend money if they can afford it.
- Check that all laws and rules that relate to money are being followed.
- Make sure Mambourin has a back-up plan if something happens to their money.



## Meetings

- Go to all the meetings.  
If you can't go to a meeting you should let the board know.
- Read and understand all the documents given to you before the meeting starts.
- Join discussions during the meetings.  
Help solve problems when needed.
- Have a good attitude.
- Keeping meeting discussions to yourself.  
Do not talk to other people about what the meeting discussions were about.





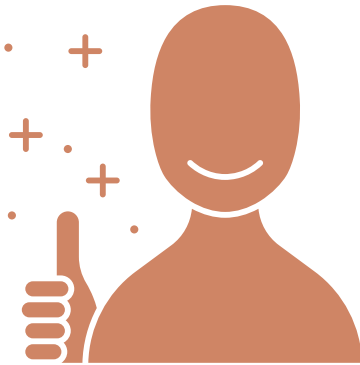


- Give ideas about what to talk about in the meetings.

Write down important meeting notes.

- Act in the best way during meetings.

## Administrative



- Be happy and excited to be a part of the board.

- Do things that match Mambourin's main purpose and what they want to achieve.

- Always do the best you can.

Work on becoming better as a board member if needed.

- Tell the board about people you think could also join the board.

- Do not ask for things from Mambourin staff. You must tell the CEO and board members if you want to do this.



## How the board does things

- Go to events for Mambourin when needed.
- Tell others about Mambourin and what they do.

- Support Mambourin when they raise money. Go to events that help raise money.





## Responsibilities

- Directors must:
  - be careful
  - do their work
  - know what they are doing.
- Do what is best for Mambourin.
- Listen and follow what the board chairperson says.
- Follow the rules.
- Make sure the board chairperson has a record of everything said and written.
- Support good ideas from the board.
- Be fair and honest.



Let the board know about anything that could affect board decisions.

- Be careful with money.
- Follow the law.
- Listen to what others say.
- Keep things to yourself.

Do not tell others what has been said to you.

- Be fair to everyone.

Make sure no one is doing or saying anything that may hurt or upset others.





- Give yourself enough time to do the job of a board member correctly.

## Learning about being a director

When a new director joins the board they will need to learn about the job.



This includes knowing how to help the board and about money management.

They will also learn about Mambourin itself.

They will be told about:

- How things are planned
- How much money Mambourin has
- The rules of the board.



## Resources for directors

Mambourin will give safe access to important documents.

Mambourin will do this using special and protected software and iPads.



## **Learning and growing**

Every director must keep learning new things for the job.

## **Checking how well the board does**

Directors will be checked on how well they are doing every year.



## **Important things to have**

It would be very good if directors have experience with disability.

## **Knowledge and experience**

Mambourin will support you with any training or qualifications for this role.



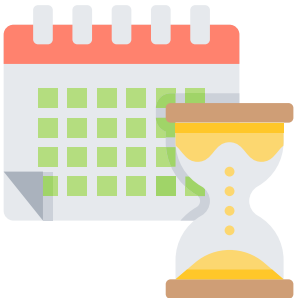
A qualification is something you might need to do certain jobs.

If you already have qualifications you should let Mambourin know.



## Leadership

- Show that you are great at leading a group.
- Being good at:
  - Talking
  - Writing
  - Talking to people and making decisions.
- Keep things organised
- Manage time
- Be creative
- Have big ideas and know how to make them happen
- Show others that you follow the rules and that you are fair.



## What is needed from directors

Directors are volunteers and are not paid for their work.



They are chosen by the members at the yearly general meeting or voted in by the board.



Directors work for one term.

A term is 3 years.

Directors can be chosen to stay as a director for another 2 terms at the most.



Directors may be paid back if they have used their personal money on some things.

## Other documents



- Constitution. A constitution is a set of agreed rules put in place by a company.
- Welcome letter
- Rules on how to run the company as a board member. This includes:
  - Code of ethics
  - How to behave.
- Welcome to Mambourin booklet
- Map of people who work at Mambourin.

