



Ordinary Board Member Position Description

Role and Responsibilities

As a Board Member you will report to the Director and the Board. You will be responsible for assisting with the management of Our Rainbow House Inc. As with all Board positions, this is a voluntary role. In accepting the position, Board Members undertake:

- To work with the Director and other Board Members to assist with the running of the Project.
- To be guided by the mission and values set out in the Our Rainbow House Mission Statement.
- To ensure compliance with the policies and procedures of Our Rainbow House Inc.

Additional Responsibilities

The role of a Board Member is varied. This will include but is not limited to:

- On being elected to the Board, undertaking induction and training procedures provided by the Board.
- Considering, debating, and voting on issues before the Board based on the best interests of Our Rainbow House.
- Preparing (or reviewing existing) Business Plan and Succession Plan annually.
- Attending all meetings or, if unavoidable, apologise in advance for absence.
- Allowing approximately 1-2 hours per week to read Our Rainbow House correspondence, using the Our Rainbow House email address provided to you.
- Reading documents thoroughly, where they have been circulated in advance of a meeting and considering issues before the meeting.
- Contributing to the discussion and resolution of issues at meetings and otherwise as appropriate.
- Reviewing and approving Our Rainbow House systems for financial control and risk management.
- Undertaking administrative duties as required.
- Understanding Our Rainbow House's finances (including solvency).
- Making comments to the media only as provided in the Our Rainbow House Media policy.
- Promoting the organisation in the community as opportunities arise.
- Participating enthusiastically in any fundraising approved by the Board.
- Avoiding making any improper use of your position, or any information acquired by virtue of your position, to gain any material advantage for yourself, or for any other person, or to the detriment of Our Rainbow House.
- Disclosing any direct, or indirect, material personal interest in any contract with Our Rainbow House, to the Board immediately and not voting on that matter.
- Informing the Board immediately if you have any non-material personal conflict of interest in any matter before the Board, (or you believe that the perception of such a conflict might arise), and following the Board's rulings as to proper procedure.
- Always conducting yourself politely and with consideration for other Board Members, without ill feeling, improper bias or personal animosity.

Qualifications and Education Requirements

- Any qualifications and experience in administration, human services or people-centred jobs will be well regarded.

Preferred Skills

- A positive attitude and good people skills
- Ability to work methodically, accurately and neatly
- Good oral and written communication skills in English
- Reliable and punctual
- Able to work as part of a team
- Good computer skills (Word & Excel)

NOTE: This position description is not intended to be all inclusive therefore you may be required to perform other related activities that are within your capabilities, as negotiated, in order to meet the ongoing operational needs of the organisation. All positions are ultimately accountable to the Director.

All new Our Rainbow House Board Members will be required to undergo a police check.

For more information or to express your interest please contact Alison Ray – alisonjray@ourrainbowhouse.org.au