



DIRECTOR, BOARD OF MANAGEMENT

Resource seeks to work with and within the community to achieve viable, sustainable, best-practice waste minimisation and quality service through continuous improvement of the business and operations, complemented by innovative community education, within a safe and satisfying work environment.

Reports to: General Membership

Wage: \$33.31/hour (Under review)

Hours: Up to 10 hrs per month.

Position Description:

Directors have ultimate responsibility for the management of the affairs of Resource, including responsibility for the financial probity and viability of the organisation, via adherence to laws and regulations and best business practice.

1. To set the overall direction of Resource and to ensure Co-op performance.
2. To ensure that the Co-op runs efficiently by managing and monitoring decisions and actions of Coordinators, Officer positions and Site Managers.
3. To represent members interests.

Duty Statement:

1. Set direction and contribute to performance

1.1 Understand and develop the organisation's mission, objectives, strategies and policies, in consultation with and approval by the general membership.

1.2 Understand the structure of the market in which Resource operates and the key factors critical to its survival.

1.3 Maintain an awareness of latest developments and trends within the cooperative movement and resource recovery sector.

1.4 Appoint and replace Co-ordinators.

1.5 Be a conduit for access to information, ideas and people to management/members/workers.

1.6 Prepare, review, implement and evaluate strategies from the strategic plan.

1.7 Provide an objective view of proposals and plans.

1.8 Help Coordinators/Officer/Site Managers identify opportunities and anticipate problems.

1.9 Act as devil's advocate at times to ensure full debate of proposals.

1.10 Attend regular board meetings and contribute to the board's deliberations.

1.11 Be involved, informed, interested and committed to the Board and the cooperative.

1.12 Continually learn and grow.

2. Overseeing management of the Co-operative

2.1 Ensure that competent and appropriately qualified people are appointed to the positions of all Coordinators, Work Area Manager positions and Site Managers and that they are adequately instructed about the overall directions and guidelines fixed by the board.

2.2 Oversee management of the business assets and ensure Co-op is able to meet liabilities.

2.3 Be responsible for management decisions as they relate to worker discipline, performance and accountability.

2.4 Ensure that money is managed prudently and wisely.

2.5 Ensure that adequate financial control systems are in place.

2.6 Ensure proper reporting and accounting standards are adopted.

2.7 Critically analyse financial reports.

2.8 Ensure all legal requirements are met:

2.7.1 State and National Cooperative Acts

- 2.7.2 Industrial Relations
- 2.7.3 Occupational Health and Safety
- 2.7.4 Equal Employment Opportunity
- 2.7.5 Other

2.8 Assess and monitor business performance, including financial performance, against best practice standards.

2.9 Ensure stakeholder's interests are being addressed.

3. Represent members interests

3.1 Ensure members are properly informed.

3.2 Ensure two-way communication with members so that the board is always aware of changing member needs and priorities.

3.3 Balance appropriate levels of risk and caution.

3.4 Take care to ensure that Co-op activities increase and grow funds rather than diminish them.

3.5 Maintain confidentiality when appropriate in accordance with laws.

Performance Indicators

1. Individual Directors (assessed by other directors)

1.1 Attends all board meetings except when prevented by reasonable circumstances.

1.2 Arrives on time for meetings.

1.3 Utilises the meeting time to carefully consider all matters.

1.4 Generally conducts meetings within agreed timeframes.

1.5 Prepares for meetings, including reading all material provided.

1.6 Undertakes actions as agreed at meetings, within agreed timeframes.

1.7 Declares or effectively manages any conflicts of interest.

1.8 Works well as a member of the Board.

1.9 Assesses management performance with confidence.

1.10 Work with the General Coordinator to develop training where necessary, including to develop a well-rounded mix of skills amongst directors.

1.11 Asks questions, even when uncomfortable or uncertain.

1.12 Understands and critically analyses financial reports, and uses financial information to make effective decisions.

2. Board (assessed by all members)

2.1 Undertakes annual review of the strategic plan.

2.2 Achieves annual strategic plan within timeframes.

2.3 Regularly reports to members on the position of the business, including financial position.

2.4 Provides clear avenues for members to bring their comments/concerns to the Boards attention.

2.5 Displays overall good judgement in addressing issues.

2.6 Annual financial report deemed a fair representation by auditor.