

## Role description – Board Member

### Board Members are expected to:

- Be committed to the vision, definition and mission of Circus Kumarani and maintain strategic directions of the Board.
- Represent Circus Kumarani in a manner consistent with its vision, definition, mission and policies. Also be aware of opportunities and feedback to the Board /Chair person.
- Develop and maintain healthy relationships among member agencies and others.
- Regularly scrutinise Board activities and seek feedback on the Board's performance.
- Encourage group decision-making and sense of shared purpose.
- Treat all matters relating to operations (management, administration and staffing both volunteer and paid) as confidential to the organisation, to report directly to the Chairperson on matters relating to the Board and to approach the Manager for information on matters relating to management and administration.

### Key tasks

- To attend and participate fully and openly in monthly Board meetings including the Annual General Meeting.
- To prepare for Board meetings by reading the minutes, agenda and other relevant papers circulated before a Board meeting.
- To raise ideas and concerns, and suggest priorities consistent with the vision, definition and mission of Circus Kumarani.
- To ensure all the organisation's objectives are being addressed.
- To take an active interest in Circus Kumarani through participation in events, workshops and subcommittees and raise awareness within your community networks.
- To be aware of and understand the policies of Circus Kumarani.
- To understand, respect and support the Chairperson, Treasurer, Secretary and the Manager and other staff of Circus Kumarani.
- To respect, provide support and regular feedback for new and existing members of the Board of Circus Kumarani.
- To make areas of interest and expertise known to other Board members and staff.

**Members are expected to have a sense of humour and assist in making Board meetings enjoyable.**

## Role description – Chair person

### Key tasks

- Facilitating Board meetings – setting agenda in conjunction with Secretary
- Delegation of tasks and follow up
- Liaison with the manager
- Spokes person for Circus Kumarani
- Maintain focus on governance

## Role description – Secretary

### Key tasks

- Record accurate minutes of meetings and distribute in a timely manner
- Liaise with Chair person prior to meeting to set agenda
- Send out relevant correspondence prior to meetings
- Ensure all official Board records are duly maintained
- Write any correspondence as directed by the Board and receive relevant correspondence

## Role description – Treasurer

### Responsibilities

The Treasurer is the Board representative who provides leadership and advice to the organisation and support to the Manager/Coordinator in financial affairs.

### Key tasks

- Ensure that relevant monthly financial information is prepared for presentation to the Board.
- Ensure that the Annual Financial Accounts are prepared prior to Audit.
- Financial Planning
  - In conjunction with the Chairperson and the Manager, prepare and present an annual Budget.
  - As part of the Strategic and Long-term Planning processes, provide advice and assistance in the development of financial strategies in order to ensure that the organisational objectives are realistic and achievable.