



WAI Australian Chapter – Board Members General Obligations Volunteer Only Role

All Board Members are broadly obligated to:

- Put the interests of the organisation at the foremost in their deliberations as Board Members
- Use reasonable care, skill and diligence in the performance of their duties
- Be honest, act in good faith and do not use their role or information obtained as a Board Member dishonestly
- Be aware of their responsibilities under the relevant legislation and case law
- Disclose any potential conflict of interest by acknowledging likely conflicts (in writing) and withdrawing from any related discussion or decisions, (and ensuring these steps are noted in the minutes of the meeting)
- Refraining from gaining personally from being a Board Member
- Refraining from divulging any confidential information outside of the appropriate forum in accordance with Privacy Act & Confidentiality term set out below.
- Understand how the organisation works, including the organisation’s services, their programs, and their staff
- Keep up to date by reading the minutes, reports and any other necessary meeting papers
- Regularly attend Board meetings
- Be familiar with the organisation’s constitution, including the specific roles and responsibilities of the Board outlined within it
- Approve relevant documents, including documents related to the organisation’s finances
- Ensure the organisation’s compliance with funding agreements, policies, legislation, and regulations
- Manage the organisation’s risk (i.e. minimise the impact of potential barriers preventing the organisation from achieving its objectives efficiently and effectively)
- Establish management delegations
- Be active in planning for the future direction of the organisation
- Take responsibility for areas of work, for example, through involvement in sub-committees
- Ensure that new committee members are aware of their statutory obligations and responsibilities to the organisation
- Try to be as active as possible in Board decision making
- Public Representation-Be supportive of the organisation in the eyes of the public
- Regularly attend the organisation’s functions and represent the organisation at external functions

Privacy Act Requirements:

Privacy Act 1988 (Cth) Requirements: the individuals holding the positions described in this document agree to comply with the Privacy Act 1988 (Cth) and not to do anything, which would breach an Australian Privacy Principle as defined in that Act.

Confidentiality Confidential Information:

Other than information available in the public domain, All Committee, sub-committee & Members delegated as Responsible Volunteers (herein after referred to as “Officers”) holding the positions described in this document agree not to disclose to any person any confidential information relating to the WAI’s activities, without prior written approval from the Board. This obligation will not be breached where the Officer is required by law or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation). The Board may at any time require the Officer to give a written undertaking relating to non-disclosure of WAI’s confidential information in a form acceptable to the Board. The Board will not be in breach of any confidentiality agreement if the Board is required to disclose the information by law, a Minister or a House or Committee of Parliament

