

yassfm 100.3

'Something for Everyone'

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Yass Community Radio Assn. Inc.

Policy No 3

Board Member Duties and Responsibilities

Composition.

1. The Board is comprised of the four executive officers of the Yass Community Radio Association Inc., namely, president, vice-president, treasurer and secretary, elected at the Annual General Meeting, and, seven ordinary members also elected at that meeting.
2. The officers and seven members hold office, subject to the Objects and Rules of the Association until the completion of the next Annual General Meeting.
3. If a vacancy on the Board occurs, the Board may appoint a member of the Association to fill the vacancy.
4. The Board may co-opt members of the Association to sit on the Board, in the interest of good governance.
5. Any Board member may not be elected for a period of more than four consecutive years. After this time there is a compulsory break from the Board for at least one year before the count recommences. Any member co-opted to the Board, during its term is not affected by this rule.
6. Ordinary Board members are elected by the Association at the Annual General Meeting as ordinary Board members. At the first meeting of the new Board, positions are distributed by consensus or if necessary by the direction of the President.
7. The Board will meet within seven days of the AGM to determine positions, unless circumstances do not permit this, when the Board will meet as soon as possible thereafter..

Duties.

1. A Board member is required to participate in the management of the Association, and, subject to the Act, the Regulation, the Objects and Rules of the Association, and to any special resolution passed by the Association in general meeting, as part of the Board,
 - a. is to control and manage the affairs of the Association;
 - b. may exercise all such functions as may be exercised by the Association other than those functions which are required under the Objects and Rules, to be exercised by a general meeting of the members of the Association;
 - c. has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Association;
 - d. may appoint sub-committees to perform specific tasks, in the terms specified by 3.9 of the Objects and Rules of the Association.

Responsibilities.

1. Board members will at all times act in the best interest of the Association. The Board will maintain an awareness of its accountability to the membership of Yass Community Radio Assn. Inc. and that the Association has the power to remove any Board member and replace him/her as necessary.

2. Board members will be loyal to the executive officers of the Association and to each other. Differences should be settled at Board meetings and only in extreme cases should it be necessary to bring these differences to the Association.
3. The Board Charter permits '*in camera*' discussions. Where non Board members are in attendance they may be asked to leave the meeting during such discussions. At the conclusion of the *in camera* discussion a statement or result will be prepared for the minutes. Board members may only report the result or statement to others and may not divulge any of the *in camera* discussion. Similarly, the President may, at any Board meeting, declare any topic to be sensitive or confidential. These discussions should be treated as *in camera*. Failure to abide by this policy may render the offending Board member liable to expulsion from the Board.
4. The Board will meet monthly except in a month when an Association meeting is due.
5. The quorum for a meeting of the Board to conduct official business is four members in attendance.
6. Additional meetings of the Board may be called by the President or any Board member. Proper notice and a statement of the business to be transacted is a requirement for an additional meeting and is to be given to Board members before such meeting
7. All draft minutes of Board and sub-committee meetings are to be displayed at the studio and copies made available for members of the Association, on request, within 14 days of the meeting, where possible. It is proper for details of sensitive items to be not displayed, but reference is to be made to such items.
8. All minutes of meetings are to be approved by the next meeting of that group, that is, Board by Board and Association by Association.

Voting and Decisions.

1. Questions arising at a Board or sub-committee of the Board are determined by a majority of the members present at the meeting.
2. In the event of a tie, the presiding member may exercise a second or casting vote. It is meeting convention that a casting vote will favour the status quo.

Attendance.

Board members should endeavour to attend all Board and Association meetings. Where this is not possible it is important to lodge an apology with the Secretary or other Board member. Board members will not volunteer apologies for others and must only do so as a result of a request. Should a Board member miss three Board meetings or three Association meetings in any Association year without apology, the member may be asked to show cause why he/she should not be removed from the Board and replaced.

Authorisation

This policy was adopted by the Board of Yass community Radio Association Incorporated, at its meeting held on 18th January 2010 .

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Secretary

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President
Yass Community Radio Assn. Inc.

Approved