1 The Chair

1.1 Key Responsibilities & Focus

1. Schedule, call and chair Board meetings
2. Chair the Annual General Meeting
3. Provide guidance to Writers Victoria members as to the skills and experience required of Board members
4. In consultation with the Board ensure that the Board has the experience and skills required to direct the business of the organisation
5. Where necessary attract people with experience and skills missing from the Board to contribute as members of sub-Board or special projects
6. Meet regularly with the CEO to ensure that the agreed strategy and Board directions are being implemented.
7. Establish and oversee Board sub-committees

1.2 Ideal Individual

The ideal individual for this role will have a mix of the skills, knowledge and attributes listed below. A close fit with the Writers Victoria's culture and alignment with the values, beliefs and style of working will be fundamental to success in the role.

1.2.1 Core Skills and Knowledge

1. Previous experience as the Chair of at least one organisation – preferably not-for-profit
2. Experience in chairing meetings in a disciplined and time-conscious way
3. Communication and leadership skills
4. Negotiation skills
5. Experience in one or more of the core areas of experience listed in section 4 of this document

2 The Vice-Chair

2.1 Key Responsibilities & Focus

1. In the absence of the Chair, chair scheduled Board Meetings
2. Develop the skills and experience necessary to take over the position of Chair in the future

2.2 Ideal Individual

The ideal individual for this role will have a mix of the skills, knowledge and attributes listed below which will allow the Vice-Chair to assume the position of Chair in the future.
A close fit with the Writers Victoria's culture and alignment with the values, beliefs and style of working will be fundamental to success in the role.

2.2.1 Core Skills and Knowledge

1. People management skills
2. Strong Communication and leadership skills
3. Experience on Boards or Boards of not-for-profit organisations
4. Experience in one or more of the core areas of experience listed in section 4 of this document

3 The Treasurer

3.1 Key Responsibilities & Focus

1. Chair the Finance sub-committee
2. Liaise with the Director and Accountant on matters of finance and financial reporting
3. Review the monthly financial reports to ensure their accuracy and Compliance with mandated accounting procedures
4. Present the financial reports at each Board meeting
5. Liaise with the auditor as required during the annual audit process
6. Provide guidance during the preparation of the annual budget
7. Review the annual financial reports and sign them off for presentation and acceptance at the Annual General Meeting

3.2 Ideal Individual

The ideal individual for this role will have a mix of the skills, knowledge and attributes listed below. A close fit with the Writers Victoria's culture and alignment with the values, beliefs and style of working will be fundamental to success in the role.

3.2.1 Core Skills and Knowledge

1. Accounting qualifications
2. Membership of a professional accounting body (e.g. CPA, IPA, ICCA)
3. Experience as a practicing accountant
4. Knowledge of accounting practices specific to the not-for-profit sector
5. Experience with the requirements of financial audits

4 The Secretary

4.1 Key Responsibilities & Focus

1. Participate in and contribute to the Governance sub-Committee meetings and activities
2. Liaise with the Director on matters of corporate governance and Compliance
3. Ensure that the organisation operates within its Incorporation Rules
4. Follow the Australian Institute of Company Directors' (AIDC) Good Governance Principles and Guidance for Not-For-Profit Organisations

4.2 Ideal Individual

The ideal individual for this role will have a mix of the skills, knowledge and attributes listed below. A close fit with the Writers Victoria's culture and alignment with the values, beliefs and style of working will be fundamental to success in the role.

4.2.1 Core Skills & Knowledge

1. Be a member of Institute of Community Directors Australia (ICDA) or the Australian Institute of Company Directors (AICD)
2. Have held a previous Secretarial position with an organisation, preferably a not-for-profit
3. Good Communication skills
4. Experience on Boards or Boards of not-for-profit organisations
5. Experience in one or more of the core areas of experience listed in section 4 of this document

5 Non-Executive Board Members

The Board requires a mix of experience and skills in its non-executive members that cover the following areas:

1. Accounting/Finance/Budgeting
2. Strategic Thinking/Planning
3. Marketing
4. Governance
5. I.T. Industry Management
6. Legal
7. Writing/Publishing Industry Knowledge
8. Fundraising
9. Human Resources
10. Intellectual Property

The Board may choose to co-opt or engage people with experience in some of these areas where they are not available in the elected Board members.