



## Board roles



### Roles of chair, secretary and treasurer

Roles will be allocated in accordance with the Constitution. Responsibilities are described below.

#### **Chairperson**

The Chair assures the integrity and fulfilment of the board's processes by ensuring that it conducts business in a manner consistent with its own rules.

The Chair is empowered to facilitate board meetings. They have authority to:

- supervise and direct the manager
- to act as contact for operational matters that require board involvement
- delegate certain Chairperson tasks to other Trustees.

The Chair may represent the Board to outside parties.

#### **Role of the Secretary**

The Secretary ensures appropriate records are kept for the Board's processes:

- minutes of board meetings/hui
- assists meet arrangements
- fulfilment of external requirements (eg, filing of annual returns), reporting.



The Secretary may represent the board to outside parties.

### **Role of the Treasurer**

The Treasurer assures the financial viability and accountability of the organisation by:

- overseeing the preparation of the annual budget
- monitoring the expenditure of the organisation
- advising the board about the financial accounts
- overseeing the preparation of the organisation's annual financial statements.

The Treasurer may represent the board to outside parties.

### **Role of General Members**

General members participate in and assure the decision-making integrity of the organisation.

### **Role of the manager**

The manager supports the decision-making and governance functions of the board. They must:

- adhere to the terms of their [Management delegation](#)
- keep the board updated about any risks and issues which might impact the organisation's viability and performance
- report on the performance of their delegated responsibilities
- keep the board sufficiently informed of matters for it to exercise its role and functions
- ensure board minutes are kept safe
- implement decisions and directions made by the board.

## Helpful links

[Board members' responsibilities](#)

[Management Delegation](#)