



## What does the Board do?

The role of the Board of the Liverpool-Fairfield Community Radio Co-operative Limited is to:

1. Provide leadership to the Co-operative to ensure it achieves continuing viability and prosperity in the best interests of the Co-operative and its stakeholders.
2. Establish the Co-operative's purpose, values and strategies.
3. Ensure that the Co-operative complies with all internal and externally imposed compliance requirements.
4. Ensure that internal processes and procedures are designed to provide effective controls and serve as the basis for reporting to membership.
5. Establish and maintain effective relationships with stakeholders.
6. Determine the appropriate culture for the organisation and model behaviours that both reflect and foster the desired culture.
7. Monitor the Co-operative's performance against Board-established criteria.
8. Identify and monitor the management of risks to the Co-operative.

## The role of the Chairperson

The Chairperson is required to:

1. Be the public face of the Co-operative and 2GLF.
2. Attend regular Board meetings and any stakeholder meetings as required.
3. Chair meetings.
4. Stay informed of any regulatory changes and changes affecting the Community Broadcasting Sector.
5. Accept additional portfolios and undertake them willingly.
6. Support the Board and Members to implement collective decisions.
7. Participate in Co-operative/Station activities.
8. Be an effective team leader and team builder.



## **The role of the Secretary**

The Secretary is required to:

1. Be the official contact point for the Co-operative.
2. Bring all documents/correspondence pertaining to the Co-operative to the attention of the Board as soon as practicable.
3. Organise meetings with the Chair and take minutes of meetings.
4. Keep an up-to-date register of members.
5. Comply with any directive from the Board as agreed at a board meeting.
6. Lodge an Annual Statement with the Department of Fair Trading within one month following the AGM and to keep up to date all information relating to the Co-operative and Board.
7. Maintain effective and open communication with the Board and all stakeholders.

## **The role of the Treasurer**

The Treasurer is required to:

1. Maintain and manage the finances of the Liverpool-Fairfield Community Radio Co-operative Limited.
2. Oversee all financial transactions, invoicing, accounts, receivable and payable and all associated requirements including taxation compliance.
3. Report to the Board on a regular basis (monthly meetings etc.) on the financial situation of the Co-operative.
4. Keep/oversee financial records as required by the financial policies of the Board and oversee the computerized accounting system to ensure it is compliant with Australian Accounting Standards and industry practice.
5. Submit the annual financial accounts to the Co-operative's reviewer/auditor and assist in the preparation of the Annual Financial Statement.
6. Ensure the Co-operative's insurance requirements are adequate and secure.
7. Apply for/oversee grant applications.

The Executive Directors are also required to undertake the role of a Director.



## The role of a Director

A Director is required to:

1. Fulfil his/her fiduciary duty to act in the Co-operative's best interest at all times regardless of personal position, circumstances or affiliation. A Director should be familiar with what is required of a Co-operative and be aware of, and fulfil, the statutory and fiduciary responsibilities of a Director.
2. Be familiar with the Rules of the Co-operative, the Community Broadcasting Codes of Practice and policies and procedures adopted by the Board.
3. Be punctual and attend regularly for the full extent of Board meetings and be willing to contribute between meetings if required. A Director should come fully prepared for Board meetings.
4. Comply with the Board's Code of Conduct.
5. Be future oriented, demonstrate vision and foresight. He/she should be able to synthesise and simplify complex information and ideas. The focus should be on strategic goals and policy implications rather than operational detail. A Director needs to understand and focus on issues that are central to the success of the Co-operative.
6. Demonstrate high ethical standards and integrity in their personal and professional dealings, and be willing to act on - and remain collectively accountable for - all Board decisions even if these are unpopular or if individual members disagree with them. Directors must be committed to speaking with one voice on all policy and directional matters.
7. Have (or be able to develop) a sufficient depth of knowledge about business in order to understand and question the assumptions upon which strategic and business plans and important proposals are based, and to be able to form a judgment as to the probability that such plans can be achieved, or proposals successfully implemented.
8. Be willing to risk rapport with fellow Directors in taking a reasoned, independent position for the betterment of 2GLF and Board governance.
9. Be responsible for individual portfolio/portfolios that carry particular duties and responsibilities, e.g. marketing, sponsorship, membership, regulations, programming, operations.

**Carol North-Samardzic**

Secretary

Liverpool-Fairfield Community Radio

Co-operative Limited

5<sup>th</sup> July 2016