



The Bridge Youth Service

Board Member Statement of Responsibilities

Our Vision:

is a community where all young people have the opportunity to reach their full potential, where all young people are valued, and where families live in harmony.

Our Mission:

is to stand for opportunity and empowerment for all young people in the context of their families and communities.

Background:

The Bridge Youth Service is an Incorporated Association registered with the Victorian Registrar of Incorporated Associations and subject to the application of the Associations Incorporation Act 1981 (Victoria).

An Incorporated Association has a constitution that includes a set of model rules. These rules constitute the terms of a contract between the association and its members; this contract is enforceable by the courts. The constitution identifies the purpose of the Association.

The Bridge aims to support the empowerment of individuals and families, and the development of community, through the provision of quality, relevant programs and services, flexibly delivered according to individual and community need.

Governance and Management policies have been developed by The Bridge Youth Service and they underpin all of the organisation's operations.

The term 'governance' refers to responsibility for ensuring that the organisation meets all of its legal and ethical obligations. Governance processes include setting the vision, planning for the future, controlling resources, and exercising authority, accountability and leadership. This is largely the responsibility of the Board of Management.

The term 'management' refers to organising, leading and coordinating resources. This is largely the responsibility of the Chief Executive Officer, under the guidance of the Board of Management. An effective relationship between the Board of Management and the Chief Executive Officer is a key element in ensuring effective overall governance and management.

The Board of Management that is responsible to all stakeholders, that is, to everyone who is interested and/or can be affected by the activities of the organisation. The Board of Management ensures that the organisation achieves its goals and fulfils its legal and ethical obligations.

Role of the Board of Management:

The Board of Management is ultimately responsible for everything that the organisation does and may make decisions (exercise powers and functions) on all matters except where the Constitution or the Associations Incorporation Act 1981 (Victoria) provides otherwise.

Specifically, the Board of Management has responsibility for:

- Strategic planning to guide the organisation in achieving its mission and goals;
- Setting broad directions to guide the work of the organisation and the use of resources;
- Overseeing internal policy and procedures development and implementation;
- Monitoring the effectiveness of the organisation;
- Appointing the Chief Executive Officer and evaluating his or her performance;
- Monitoring compliance with relevant statutory and legal requirements;
- Ensuring that the organisation meets its obligations as an employer, contractor and service provider; and
- Reporting on the performance of the organisation through the annual report, annual general meeting and audited financial statements.

Individual Board Member Responsibilities:

- Demonstrate a commitment to the mission, aims and objectives of The Bridge;
- Have knowledge or experience relevant to the work of the organisation, including an understanding or willingness to gain understanding of the service user group and their needs.
- Attend at least 75% of all Board of Management meetings and participate in discussion and decisions at these meetings.
- Read, comment on and contribute to working papers and proposals for decision-making;
- Be available for consultation and decision-making between meetings when required;
- Be aware of legal, financial, employment and accountability responsibilities of the organisation, or be willing to gain awareness of these responsibilities;
- Work cooperatively with other Board Members, employees and volunteers;
- Participate in Board of Management orientation, training and planning sessions;
- Support Board of Management decisions publicly once they have been made;
- Respond to concerns or criticisms raised by members or stakeholders; and
- Promote the effectiveness and achievements of The Bridge as far as possible.

In addition members of the Board of Management may be asked to:

- Form and participate in sub-committees, as required;
- Represent the organisation and act as spokesperson from time-to-time; and
- Take part in activities related to securing grants and/or fundraising from time-to-time.

As a Board Member of The Bridge Youth Service I have read and understand the role of the Board and the responsibilities of Board Membership:

Name.....

Signed.....

Date.....