



SYHPANZ Role Description Executive Committee Member

1. Role

An executive committee member is to provide effective governance and accept legal responsibility for SYHPANZ and to operate in good faith and with integrity and honesty in the performance of these duties.

2. Desired skills and attributes

- Understanding of the role of governance in a not-for-profit organisation.
- Understanding of and commitment to the society's vision and mission.
- Ability to gift approximately 2 hours a month to the performance of the role.

3. Outcomes

This position reports to the Chairperson.

4. Responsibilities

1. Regularly attend meetings;
2. Agree on an annual meeting schedule and commit to attending;
3. Prepare appropriately for all meetings;
4. Seek information and be fully informed on the affairs of the society at a governance level;
5. Participate in the deliberations and decision making in all areas of governance;
6. Participate in the development, approval and monitoring of the strategic planning for the society;
7. Review, approve and monitor the annual budget for the society;
8. Approve the major policies appropriate for the society;
9. Review the management results compared to the business planning;
10. Assist with the promotion and activities of the society;
11. Act in a professional manner whilst representing the society;
12. Assist in developing and maintaining good relationships between the executive committee

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and its members, SYHPANZ contractors and staff, and external stakeholders; and

13. Participate in sub-committees as appropriate.

5. Executive Limits

1. To operate within the Constitution.

2. To operate within the policies of SYHPANZ.

6. Term of Office

The term of office for a Member of the SYHPANZ is a period of two years or as otherwise stipulated in the Constitution.

7. Performance Evaluation

The performance of an Executive Committee Member is evaluated annually by the Executive Committee. If performance issues are raised they will be addressed by the Chair and member initially and an agreed plan for support and improvement will be put in place if appropriate.