**New Horizons Tasmania**

**POSITION DESCRIPTION: BOARD DIRECTOR**

**Responsibilities**

Directors are responsible for:

1. Understanding the business of NHT and being aware of key developments
2. Familiarising themselves with the governance documents of NHT that oversee the Board's operations and performance
3. Respecting the role of the Chair and enabling the respectful, efficient running of meetings
4. Making a serious commitment to participate actively in the work of the Board
5. Staying informed about Board matters, preparing themselves well for meetings and reviewing and commenting on minutes and reports
6. Making regular attendance a priority at meetings of the Board, sub-committees of which they are a member, the Annual General Meeting and other important related meetings
7. Cultivating a productive working relationship with other Directors that contributes to consensus
8. Providing advice, opinions and independent judgement to inform board decisions
9. Abiding by the decisions of the Board once reached and presenting a united front for NHT
10. Being an active participant in the Board’s annual evaluation and planning efforts.

**Desirable personal attributes and skills**

1. Integrity and Respect – acts ethically and lawfully carries out duties and responsibilities placed in themselves by the owners of NHT, putting NHT’s interests before personal interests
2. Effective communicator – the ability to work cooperatively with fellow Directors
3. Engaged commitment – a personal commitment to NHT’s vision and willingness to work to achieve its objectives
4. Inclusion and diversity awareness – the ability to relate to and see issues from the perspective of people from diverse abilities and backgrounds.

**Other**

The position of Director is voluntary. Directors are required to donate their time, expertise, contacts and influence.

Directors are required to attend one Board meeting of approximately 2 hours per month or every second month depending on scheduling. Directors should also be prepared to nominate for sub-committees of the Board. The workload of committees is variable, but Directors should anticipate needing to spend approximately two hours a month contributing to the work of any sub-committee of which they are a member.

**NHT’s Constitution - Relevant Rules for Directors**

The following is a list of some of the Rules relevant to the role of Director that are contained in NHT’s Constitution. It is not a complete list and Directors should refer to the Constitution for the exact wording and context of each Rule.

Rule 24.2 – The Board of NHT is comprised of up to nine members, seven of whom are elected at the Annual General Meeting as Elected Directors, and two of whom are appointed by the Elected Directors as Appointed Directors.

Rule 24.3 & 24.4 - A term of a Director is two years. Elected Directors may serve no more than four consecutive terms and Appointed Directors can be renewed after two years if considered appropriate.

Rule 25 – Elected Directors are nominated by members of the Association.

Rule 26 – A Director must not be absent from three consecutive meetings of the Board without the consent of the Board.