

APPENDIX B

Position Statement: CVI Director of Finance

Governance	Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
	Advise the Board on matters of finance
	Oversee the production of appropriate fully documented financial policies and procedures
Planning	With the EO, oversee (in partnership with the Board) the production of a Business Plan for the organisation
	With the EO, oversee (in partnership with the Board) the regular review and development of the Business Plan
Meetings	Report to the Board at each meeting on the financial situation of the organisation
	Report to the Board at each meeting on variances from the approved budget
	With the Secretary and EO, place any necessary financial items on the Board agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of the organisation
Administrative & Management	Chair the CVI Finance, Audit and Risk Committee
	Serve on Board committees as required
	Liaise with Board committee chairs on financial issues and report to the Board where appropriate
	Oversee the organisation’s bookkeeping
	With the Chair, oversee the EO in ensuring that the organisation’s financial records are adequate, protected, backed up, and accessible
	Oversee the organisation’s banking
	Oversee the maintenance of the organisation’s asset register
Finance	Oversee the EO to ensure that the organisation’s financial control procedures are adequate and that appropriate safeguards against fraud are in place
	Oversee the EO to ensure that risk management strategies (including appropriate insurances) are in place
	Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation
	With the EO, oversee the organisation’s investment strategy and report to the Board
	With the EO, prepare the Budget for the coming year
	Oversee the review of income and expenditure against the budget on a continuous basis

APPENDIX B - Continued

Legal & Ethical	With the EO, ensure the organisation’s compliance with all applicable tax and other statutory requirements
	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
	If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue
	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board’s rulings as to proper procedure
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus
Other duties	As for Board members (Appendix E - below)

APPENDIX E

Position Statement: CVI General Board Member

General	Determine, in partnership with the Board, CVI’s strategic direction, core values and ethical framework
	On being elected to the Board, undertake induction and training procedures as provided by the Board
Governance	Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only
	Comply with the rules, policies, and standing orders of the organisation
Planning	Review and approve the organisation’s Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc.)
Meetings	Be appropriately prepared for and commit to attending board meetings (as per the CVI Board Meeting schedule). In addition Board Members are expected to attend the AGM and relevant sub-committee meetings
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
Administrative & Management	Approach employees of the organisation (paid or unpaid) only through the Executive Officer
	Serve on Board committees as required
	Review and approve the organisation’s systems for financial control and risk management
Media	Make comments to the media only as provided in the CVI’s Media Policy
Promotion	Promote the organisation in the community as opportunities arise
Fundraising	Participate enthusiastically in any fundraising approved by the Board
Legal & Ethical	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
	If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue
	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board’s rulings as to proper procedure
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus