

What follows is designed to inform prospective Board Members what they need to be able to do in each role.

Chairperson

The Chair must:

- Run monthly Board meeting to agenda set by Secretary
- Encourage Board member's contributions
- Liaise with Port Adelaide Council and State Government representatives
- Talk to local businesses to understand their personal needs
- Attend functions held in the Port Adelaide area and speak about NWBA
- Support Port Adelaide Council events
- Work closely with Port Adelaide Rotary Club
- Help organise networking meetings such as Open for Business breakfasts Held at the British Hotel
- Actively promote the NWBA to enhance membership

The Deputy Chair must:

- Attend and participate at all Board meetings
- Support the Chair in the Chair's duties
- Represent the Chair at meetings or as required especially at functions if the Chair cannot attend
- Attend functions held in the Port Adelaide area and speak about NWBA
- Support Port Adelaide Council events
- Actively promote the NWBA to enhance membership

Secretary must:

- Gather items for, write and distribute Agenda for meetings
- Attend monthly Board meetings (first Monday of month).
- Participate in discussions and vote.
- Communicate effectively, both orally and in writing.
- Have assertiveness to stop meeting to catch what is being said, so you can record accurately.
- Take accurate minutes of meetings.
- Distribute minutes to Board Members in a prompt timeframe.
- Make changes to documents as described and agreed by Board.
- Table correspondence from members and others.
- Maintain the email and document storage system
- Approve bank transactions described by treasurer, in internet Bendigo Banking system.

Treasurer must:

- Act in a professional manner at all times when representing the NWBA.
- Attend monthly Board meetings (first Monday of month).
- Participate in discussions and vote.
- Communicate effectively, both orally and in writing.
- Issue invoices promptly in particular any manual invoices for memberships.
- Pay invoices to suppliers in a timely fashion with due care and communicate with suppliers for any errors/differences on invoices immediately. This is to be done where possible via Bendigo Bank internet banking.
- Reconcile the bank account for any inflows and outflows for the month and report to the Board in the Monthly Treasurers Report.
- Reconcile funds held on behalf of third parties to ensure NWBA knows its own cash position.
- Transfer cash between working and savings account via online banking as and when required.
- Prepare annual financial reporting ensuring NWBA meets any statutory reporting requirements.
- Understand the basics of ZOHO and frequently save invoicing/reconciliations/correspondence to ZOHO.
- Check ZOHO for mail.

Board Member must:

- Attend and contribute to monthly Board meetings (first Monday of month).
- Participate in discussions and vote.
- Participate in the growth and development of the Board
- Communicate effectively, both orally and in writing.
- Respond promptly to any communication from Board Members
- All Board positions report to, and is accountable to, the Chair for his/her performance and conduct
- Actively promote the NWBA
- Look for opportunities to grow the NWBA
- Attend events organised by the NWBA – ie, AGM, Small Business Awards etc
- Liaise and consult with Board and Members
- Represent the organisation at relevant networking events
- Promote and support inclusiveness and diversity
- Contribute to annual planning
- Support fellow peers whilst respecting individuality