

EQUESTRIAN VICTORIA DIRECTORS ROLES & RESPONSIBILITIES

Policy number	EV002	Version	1
Drafted by	Governance Committee	Approved by Board on	17 January 2018
Responsible person	CEO	Scheduled review date	January 2020

Each member of the Equestrian Victoria (EV) Board is in a position of trust to act in the best interests of the association, its members and stakeholders. As an office holder you must exercise power and discharge your responsibilities with the degree of care and diligence and:

- 1.1 Make the judgment in good faith for a proper purpose.
- 1.2 Not have a material personal interest in the subject matter of the judgement.
- 1.3 Take reasonable steps to inform yourself about the subject matter and the judgement made.
- 1.4 Rationally believe that the judgement is in the best interest of the organisation.
- 1.5 Ensure you comply with all relevant laws, codes of conduct and appropriate standards of behaviour.
- 1.6 Be appropriately prepared for and attend monthly Board meetings having read and understood information provided in the interests of making informed decisions.
- 1.7 Board members are encouraged to utilise technology as a means of attending meetings if they're unable to do so in person. In order to assist with planning, apologies for non-attendance should be provided as soon as possible.
- 1.8 Directors shall disclose any conflicts of interest at the earliest point in the meeting and, as determined, refrain from voting or participating in resolution of the issue under discussion.
- 1.9 All contact with the media will be made by the Chairperson as the sole spokesperson on all EV matters. The Chairperson may delegate aspects of this responsibility as appropriate.
- 1.10 Each Director is expected to enhance the Board's deliberations by actively offering questions and comments that add value to the discussion. Each should strive to be at ease with fellow Directors participating in a constructive manner that acknowledges and respects the contribution of others at the table including the executive team. Directors must be able to accept challenge from others without becoming defensive. In order to foster teamwork and

To give everyone the opportunity to live their EQUESTRIAN Dream...

engender trust Directors should be willing to reconsider or change their positions after hearing statements of others' reasoned viewpoints.

2. BOARD CONFIDENTIALITY

- 2.1 Board confidentiality is important. It encourages open and frank discussion at meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, personal, or relates to employment, commercial or legal matters.
- 2.2 Board members must keep confidential all information pertaining to matters dealt with by the Board. This includes board meeting minutes, agendas, reports to the Board and associated documents, and information contained in those documents.
- 2.3 The obligation to maintain confidentiality continues to apply even after a person has left the Board. Maintaining confidentiality as a general rule will also help ensure observance by Board members of the following legal duty:
 - 2.3.1 A person who obtains information because they are, or have been, a member of the Board must not improperly use the information to:
 - 2.3.2 gain an advantage for themselves or someone else; or
 - 2.3.3 cause detriment to the organisation.

3. DIRECTOR DECLARATION

I, (*insert name*) consent to act as a director for Equestrian Victoria Incorporated in accordance with the Association Incorporations Reform Act 2012, the Equestrian Victoria Incorporated constitution and the policies and procedures of EV. I understand that failure to abide by the policies and procedures of EV may result in my removal from the Board.

I give notice of the following:

Given names and surname,

plus any former names;

Date and place of birth;

Address.

To give everyone the opportunity to live their EQUESTRIAN Dream...

I declare that I am not insolvent under administration nor have I been declared as bankrupt or subject to an arrangement under Part 10 of the Bankruptcy Act 1966 of the Commonwealth of Australia.

I am an individual of good reputation and character and have not been the subject of professional sanction or criminal charges relating to offensive behaviour, workplace or online bullying, property damage, sexual harassment or racial vilification either in Australia or a foreign country. I have not been charged with or convicted of any offences relating to dishonesty, fraud, financial markets-related conduct or money laundering;

Declared at.....(place) on(date)

..... [signature of declarant] in the presence of a witness,

who states: I,(name) have known the person for at

least 12 months and have confirmed the person's identity using an identification document and

the document I relied on was..... [describe identification document

relied on]

..... [signature of authorised witness]

..... [date]

END