



# RIDING FOR THE DISABLED ASSOCIATION SA INC

## Key Responsibilities of Board Members

### Planning and Leading:

- ❑ Set the future direction for the organisation through a strategic planning process.
- ❑ Frequently review performance against the strategic plan.
- ❑ Ensure that staff, sub-committees and RDA centres are aware of and have active involvement in contributing to the achievement of Association goals.
- ❑ Promote an organisation that is transparent to members, staff and RDA centres in all activities and reporting mechanisms.

### Financial Management:

- ❑ Actively pursue the long-term financial management and stability of the Association.
- ❑ Approve and monitor budgets.
- ❑ Develop risk management strategies to protect the organisation against loss of funding or other financial mishaps.
- ❑ Review monthly financial statements.
- ❑ Ensure accurate records are maintained of income, expenditure, investment and policy decisions.

### Association Relationships

- ❑ Maintain an effective relationship with Association patrons and stakeholders
- ❑ Maintain an open and viable working relationship with staff.
- ❑ Maintain an open and viable working relationship with all RDA centres and their management teams.
- ❑ Monitor complaints received in the prescribed manner, identifying any trends.
- ❑ Conduct an annual performance review of the Association's state manager (executive officer)

### Policy Development:

- ❑ Determine and document policies for a framework for Board sub-committees to work within.
- ❑ Approve policies and procedures for the Association as a whole.
- ❑ Conduct an annual review of legislation-inclusive policies.

### Risk management:

- ❑ Ensure all major purchases or projects are appropriately risk assessed before commencement
- ❑ Review annually organisational risk management practices and the Risk Register
- ❑ Review centre risk management strategies and effectiveness.
- ❑ Review Accident and Incident reports regularly

### Public Relations & Networking:

- ❑ Take every opportunity to communicate the work of the Association in a positive way.
- ❑ Develop cooperative and productive relationships with government and allied agencies, sponsors, patrons and other supporting organisation.

### Meeting Obligations:

- ❑ Attend monthly Board meetings.
- ❑ Chair & manage meetings effectively, when required.
- ❑ Attend Centres' Forums and other Association events whenever possible.
- ❑ Manage Board sub-committees when required.