



General Information for Board Members

The **ACHPER NSW Branch** is a not-for-profit professional association servicing people who work and study in the areas of health education, physical education, recreation, sport, and related areas. www.achpernsw.com.au. ACHPER NSW aims to enhance health and wellbeing in NSW by leading professional practice in Personal Development, Health and Physical Education.

The Board consists of 12 members, including a President and Vice-President, Treasurer, and board positions. Board members are appointed for a term not exceeding 2 years but are eligible for re-appointment.

In servicing our profession, the key strategic goals of ACHPER NSW Branch are:

- Educate: Industry leading professional learning.
- Advocate: A key voice for teachers and students of PDHPE in NSW.
- Support: Working for our members
- Partnership: Collaborating with kindred organisations for the benefit of all.

Board Meetings

ACHPER NSW Branch routinely meets 6-8 times each year, with meetings generally taking place on a Tuesday night commencing at 6.30pm.

General Information

The ACHPER NSW meeting are held at a venue central to all board members or over the internet.

Roles within the Board

All Board members are expected to make a full contribution to the Board's work and to operate as an effective team. It is essential for Board members and the Executive Officer to be clear about their roles, responsibilities, and accountabilities, specifically relating to the Branch activities, the policy governance framework.

Each Board member has a duty to exercise care and diligence to ensure that the ACHPER NSW Branch is meeting its financial, legal, contractual, and reporting obligations, and operating as economically, efficiently, and effectively as possible. They must always act in good faith and in the best corporate interests of the ACHPER NSW Branch. Each Board member is to sit on one of the following sub-committee groups:

- Governance and Leadership
- Stakeholder Engagement
- Professional Learning & Resources

This gives the board member an opportunity to work in a small group to meet the Strategic direction of ACHPER NSW.

Members must take reasonable steps to ensure they are informed about the business of the Board, in order that they can make informed decisions. Individual Board members are collectively responsible for Board decisions and Board members should support and adhere to all Board decisions.

Information obtained during duties as a Board member must be treated with sensitivity. It must not be misused for personal gain or for political purpose. Board members must not use their role on the Board to promote their private interests or those of connected persons, businesses, or other organisations. This includes creating a conflict of interest by delivering professional learning for another provider that includes content like workshops offered by ACHPER NSW. Board Members should seek approval from the Board if clarification of this matter is required.

Board members must conduct all their dealings with the public in an open and responsible way and ensure full compliance with the principles of the freedom of information and privacy legislation. Wherever possible, the Board should make provision for formal access to records of their decisions, business plans, annual reports, and other appropriate information.

Board Members Roles and Responsibilities

As a board member your role and responsibilities are to:

- Demonstrate a commitment to the values and objectives of ACHPER NSW.
- Attend **all** Board meetings, a minimum of 6 meetings per year -if unable to attend, inform the office in a timely manner.
- Prepare for meetings in advance by reading material provided when required.
- Actively participate in discussions and decisions.
- To work collaboratively with other board members.
- Report on area of responsibility at each meeting.
- Investigate, explore, and plan new ideas for activities.
- Liaise with and support the office staff with all activities related to area of responsibility in a timely manner when requested.
- Support, attend and assist to coordinate the Planning Committees for various professional learning activities.
- Support and engage with your sub-committee group to meet the strategic plan deliverables.

All positions on the board are supported by the Operations team, which includes an Executive Officer, Conference & workshop officer, Professional Learning Officer.