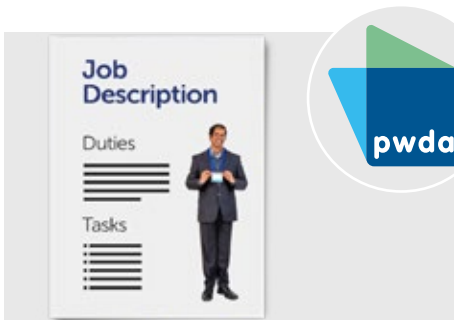


## PWDA Director job description



This is a job description to be a PWDA Director.

A **job description** says what you do in the job.



PWDA speaks up about the big issues for people with disability in Australia.



The PWDA Director will be on the Board of Directors.



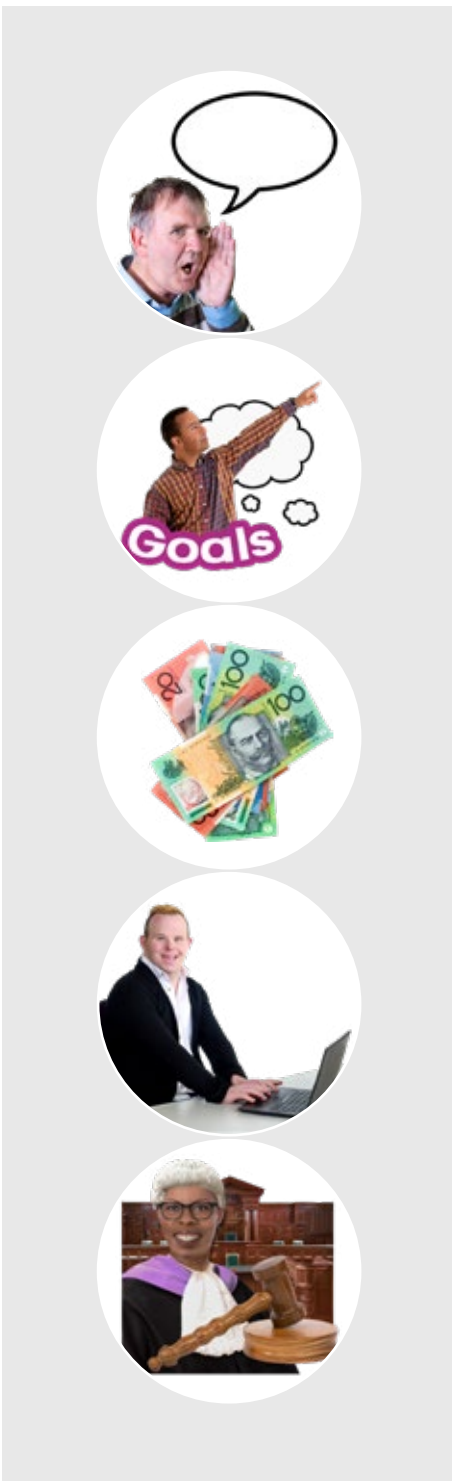
The **Board of Directors** is a group of leaders who make sure PWDA works well.

We will say Board for short.



The Board speaks up for PWDA members.

**Members** are people who support the work PWDA does.



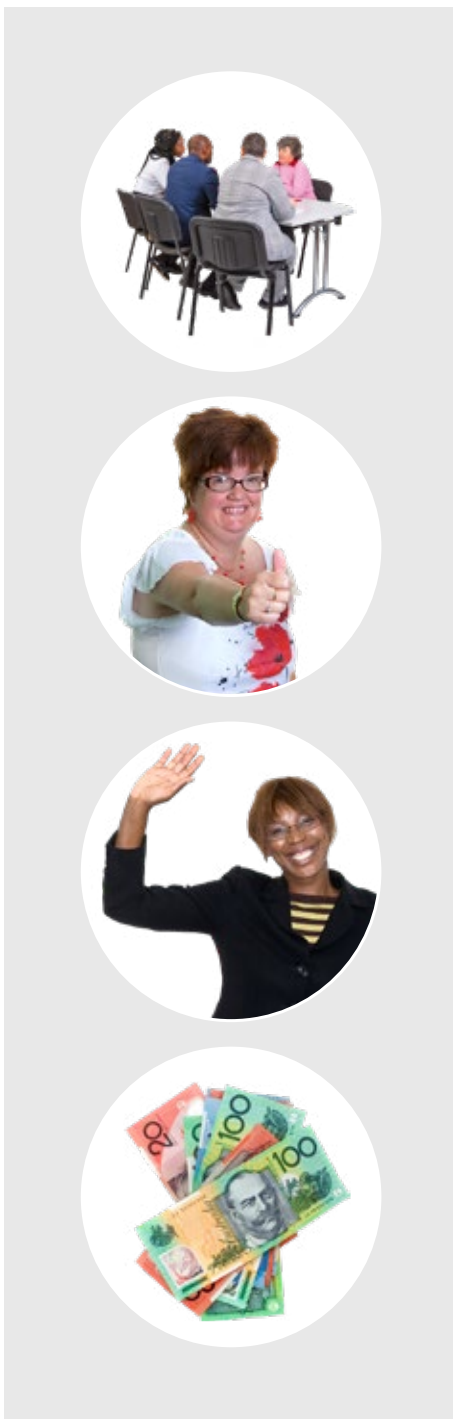
The PWDA Directors do things to help lead PWDA like

- Speak up for all people with disabilities
- Set goals for PWDA
- Make sure PWDA money is spent well
- Show PWDA staff how to work well
- Make sure PWDA follows the law.



All PWDA Directors have duties.

**Duties** are things you must do as part of your job.



Some duties for PWDA Directors are

- Talk to members about the big issues for people with disabilities
- Do what is best for PWDA
- Help choose new Directors if any Directors leave
- Help make sure PWDA has enough money to keep going.



A PWDA Director must

- Know and support the values of PWDA

**Values** are important things PWDA believes in.



- Make sure members get an Annual Report

**Annual Report** tells members what PWDA has done each year.



- Tell other Directors if you have a conflict of interest

**Conflict of interest** is something in your life outside of PWDA that makes it hard for you to make a fair decision.



The PWDA Director must also help find and support the boss of PWDA.



The boss is the Chief Executive Officer.

**CEO** for short.



All PWDA Directors have responsibilities.

**Responsibilities** are things you need to do to do a good job.



PWDA Directors have a responsibility to go to Board meetings.



You need to

- Read all the papers before the meeting
- Ask questions if you do not understand something.

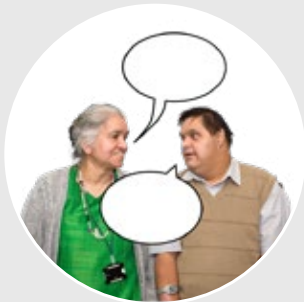
Some other responsibilities of the PWDA Directors are



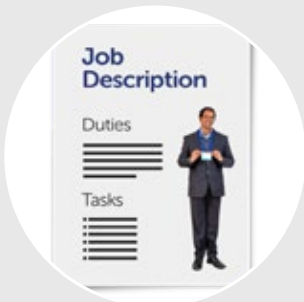
- Respect the other Directors



- Answer phone calls and emails as soon as you can



- Tell PWDA if you need any support to do your job



- Help make a job description for the CEO



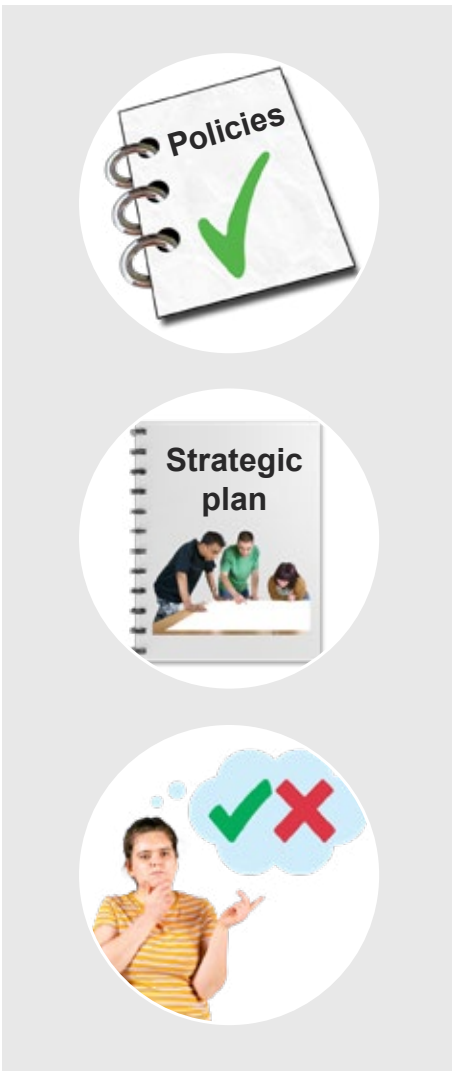
- Know your job and how it is different to the jobs of PWDA staff.



The PWDA Director must go to meetings for any Board Advisory Groups you are in.



A **Board Advisory Group** is a group of members who tell the Board about important issues at PWDA.



The PWDA Director must help look over

- PWDA policies

**Policies** are rules about how things are done at PWDA.

- PWDA strategic plan

**Strategic plan** says how PWDA will achieve its goals.

- How to manage risks at PWDA

**Risks** means something bad that could happen.

# Board Executive Committee



The PWDA Director will help choose who will be on the Board Executive Committee.



The **Board Executive Committee** makes decisions for the Board at short notice.



The Board Executive Committee is made up of the



- President

**President** is the leader of the Board.



- Vice President

**Vice President** does the job of President when the President can not.



- Treasurer

**Treasurer** makes sure PWDA is using its money the right way.



- Secretary

**Secretary** makes sure info and records are kept for the Board.

Council for Intellectual Disability made this document Easy Read. **CID** for short. You need to ask CID if you want to use any pictures in this document. You can contact CID at [business@cid.org.au](mailto:business@cid.org.au).