

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.



Directors have legal responsibilities about how PWDA works.

Directors do things like:

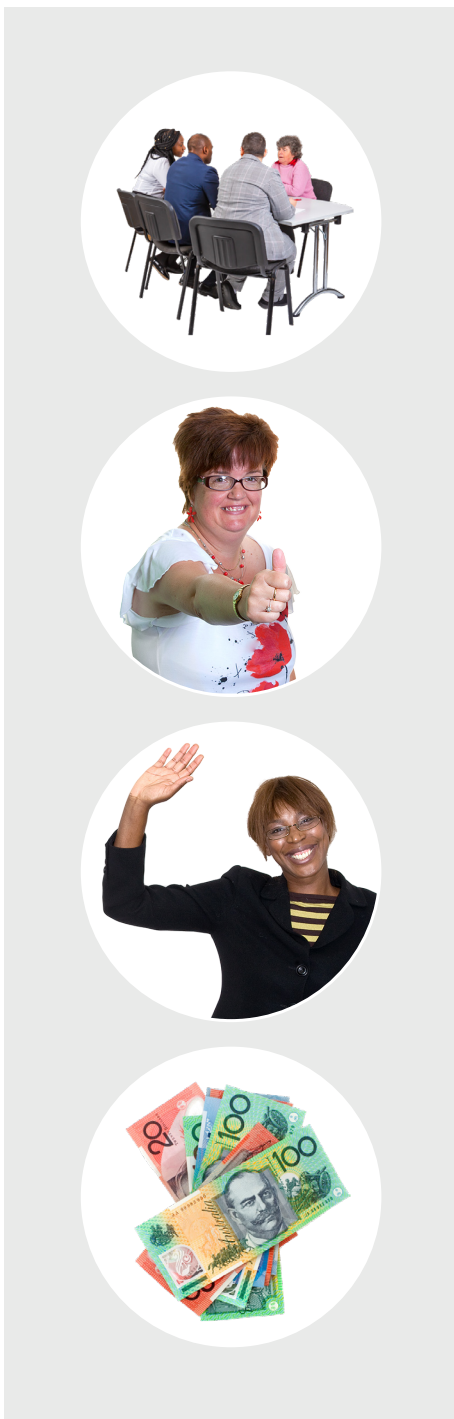
- Speak up for all people with disability
- Set goals for PWDA
- Make sure PWDA money is spent well
- Make sure PWDA is working well
- Make sure PWDA follows the law.





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 disability
- Do what is best for PWDA
- Help choose new Directors
- 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.

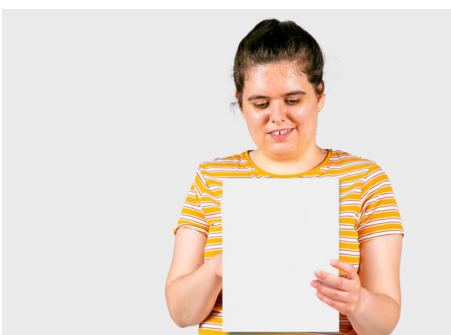


All PWDA Directors have responsibilities.

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



PWDA Directors have a responsibility to go to Board meetings.



Directors 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



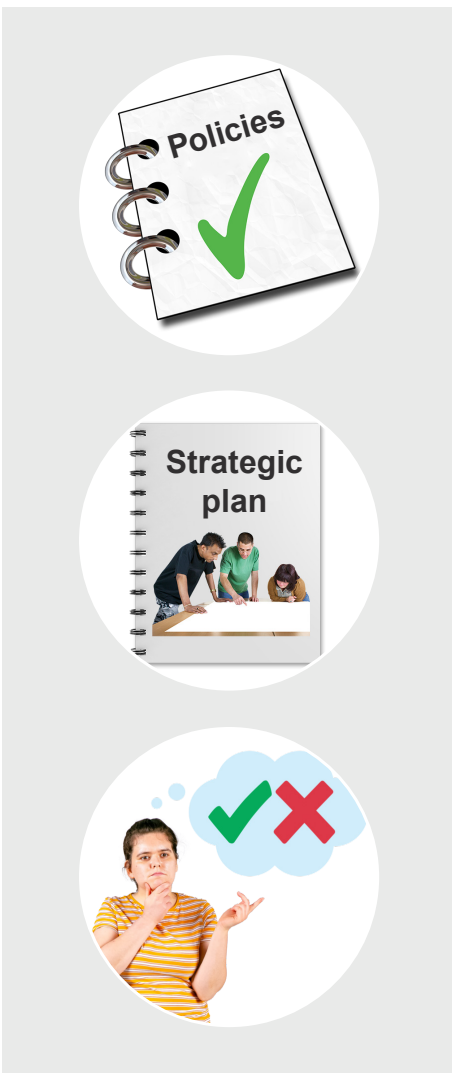
- Know your job and how it is different to the jobs of PWDA staff.



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.

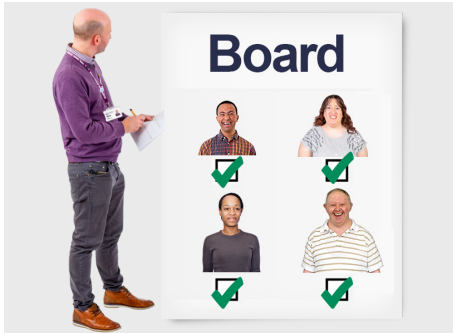
- PWDA strategic plan

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.



2 Vice Presidents

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.