



Board Members Roles and Duties

The Board of Screenworks individually and collectively is responsible for:

- Maintaining connections to the screen and digital media industry and associated community networks
- Establishing the policies, directions and priorities of the organisation
- Monitoring the organisation's finances and ensuring that they understand the organisation's true financial position
- Ensuring that the organisation has the resources it needs to fulfill its mission
- Ensuring the effective functioning of the Board, including accepting specific portfolio responsibilities and/or committee membership

The Board of Screenworks, individually and collectively, shall fulfill the following duties:

Duty of Care

Board members must act in the best interests of the organisation and the community / industry it exists to serve and to ensure that any funding agreements, contracts and commercial or legal arrangements the organisation enters into serve these interests. All board members are required to familiarise themselves with the organisation's constitution and the NSW model constitution.

Duty of Loyalty

Board members must always put the good of the organisation before their own self-interest or the interests of any other organisation or group with which they are associated.

Duty of Disclosure

Board members must disclose all information material to their relationship to the organisation. Whenever it is possible a conflict of interest may arise, board members are under an obligation to immediately declare their interest.

Duty of Obedience

Board members have a duty to adhere to the organisation's governing documents including the model rules and ensure that the organisation functions within legislative requirements and the terms of any funding agreements or contracts it enters into.

Board Meetings

Board meetings are organised on a bi-monthly basis and are usually held at the Screenworks office in Bangalow. Apologies to the general manager or secretary can be emailed prior to the meeting. If a board member misses three meetings consecutively without sending an apology then the board may ask for their resignation.

Sub-Committees

Screenworks may set up a number of sub-committees chaired by individual board members. These groups are made up of interested members of the Board, staff and invited members. Board members are encouraged to join a sub-committee that interests them.