

SAMPLE

Notes for Potential Management Committee/Board Members

- Title:** Board Member of Rural Community Network (RCN)
- Function:** Director on the Board of a Company Limited by Guarantee (On the board you sit as an individual)
- Aim:** To represent views of rural communities on issues of poverty, disadvantage and equality advocated through a community development process (using your own background and organization as an informing mechanism)
- Responsibilities:**
- To attend meetings of the Board (approximately 6 per year) plus AGM and Annual Conference.
 - You will also be assigned a sub-committee of your choice acting under one of the four aims of RCN. These sub-committees meet quarterly.
 - To act as the accountable mechanism for RCN as an organisation responsible to its members and other funders.
 - To contribute to the strategic direction of the organisation.
- Note:**
- Board meetings are usually held at the RCN office on (e.g. day of week) from 6pm – 8pm. The new Board will review the time of meetings. Food is provided.
 - Travel expenses will be met for Board and sub-committee meetings and for other meetings when representing RCN on delegations.
 - Contributions to childcare or other special needs will be considered.
 - RCN is an organisation committed to inclusiveness and as such is open to changing arrangements to best meet the needs of Board members.

Source: Rural Community Network, "Board and Committee Members' Handbook, 2005.

Source: www.diycommitteeguide.org