



AHSS BOARD DIRECTOR ROLE DESCRIPTION

INTRODUCTION

Prior to applying, it is strongly recommended that you know who is on the Board and discuss the role with the Chair (President) or a Board Director. Also consider what skills you may bring that complement the current Board.

AHSS Board Directors are essential to the Society in driving strategy to achieve the AHSS goals of excellence in hand surgery education and patient care. An onboarding meeting to familiarize you with the working of the AHSS Board shall be arranged prior to commencement of the role.

As a member of the AHSS board, you are an elected Officer of the Society, under Australian Law, there are legally binding duties with which you should be familiar prior to joining the Board.

The position is voluntary and not remunerated. However, in select circumstances expenses may be reimbursed. Typically, airfares, accommodation and registration at the ASM will be the responsibility of the individual

TERM

General Directors Two years with an option for a second term
See constitution for Presidential line, Secretary, Treasurer terms.

DUTIES

General

- As a Director of the AHSS Board, you have a fiduciary duty to act in the best interests of AHSS at all times.
- All Board Directors should be familiar with the [AHSS Constitution](#), financial status & your legal duties as an AHSS Board Director
- A formal AHSS New Board Member Induction meeting shall be arranged following your election to the Board.
- Be familiar with the Committees and activities of the AHSS Board which can be found on the [AHSS website](#).

Board Meeting Attendance & Preparation

- Attendance at the majority of board meetings is expected. There are board meetings approximately 7-8 meetings per year (mostly virtual).
- Prepare for all Board Meetings by reading the Agenda and Attachments
- If unavailable, prior to the meeting, send your apologies & opinion regarding the agenda items so that your opinion can be included in discussions.
- Attend the Board meeting immediately prior to the Annual Scientific Congress (face to face)

Responsibilities of the Board

- The Board directs all aspects of the AHSS, including governance, education & finance. As such, there are many aspects where a new board member can be of valuable assistance.
- A new board member can consider providing support to the membership, other board members and the President.

- It is common for Board members to provide leadership in various aspects of the society. There are a number of positions including: Chairs of the Education, Communications & other Committees, Travelling Fellowship Co-ordinator, Conference Co-ordinator and PFET Coordinator/s.
- In addition to the roles as chair of committees, there are other aspects where it is expected that the directors would support the duties required of the board. For example, supporting PFET interviews. New board members are always valued, as they provide new insights, which helps the society evolve.
- Be actively involved in discussion at Board Meetings to direct strategy and governance of the organization. Your opinion is important
- Undertake tasks delegated by the Board in a timely manner
- Read all e-mails, you are copied in regarding AHSS and its activities
- Respond to e-mails in which you are asked for an opinion in a timely manner

Conflicts of Interest

- All Board Directors must complete the AHSS conflict of interest document and update the Board with any new roles at each Board Meeting.
- You must inform the Board if you have a conflict of interest for any item on the agenda so that you are not included in the discussion.

Policies & Terms of Reference

- New board members are required to be familiar with the policies (Code of conduct, Conflict of interest, Privacy) and Terms of Reference of the AHSS Committees.

Privileged Information

- Often there will be discussion about issues which may be sensitive. These discussions should be considered privileged information.
- It is expected that the information remains private and privileged, and not used in other ways for personal or political advantage. If the board member is uncomfortable with the decision, then that individual should make a clear statement at the meeting. If the individual is uncomfortable in making this statement, then they should consider calling the President at an appropriate time to discuss their concerns.

Behaviour

- Board Directors must not accept personal gifts on behalf of the society
- Declare all conflicts of interest
- Act in the best interest of the society and its membership
- Promote the values of the Society
- Provide information to and engage with the membership
- Be familiar with the RACS Code of conduct which has been adopted by AHSS