

# Role Description - PNH CoM Ordinary Member

Approved/effective date V1	September 2021
Due for review	September 2022

## Prime Role

Ordinary members of the PNH Committee of Management are responsible for overseeing the affairs of the incorporated association, ensuring its legal obligations are met and that the organisation is soundly managed for the benefit of all.

Committee members carry out their duties in a lawful manner and ensure that the business of the organisation is carried out in accordance with the law, PNH Constitution, PNH Policies and PNH CoM Handbook. Committee members support the vision, purposes and values of the organisation and ensure the governance and management of the organisation reflect them.

## Responsibilities

1. act with due diligence, attend Committee meetings, devote sufficient time to prepare for these meetings, be well informed about all issues affecting the organisation, consider alternative solutions, and participate in the Committee's decision-making
2. consider the best interests of the organisation when making decisions or voting on an issue
3. be loyal to the Committee, abiding by committee decisions once reached
4. ensure confidentiality of sensitive information
5. ensure fair and full participation of all Committee members, and ensure that the independent views of all Committee members are given due consideration and weight
6. discuss issues, with respect to other Committee Members, avoiding negative comments about individuals
7. act within the terms of PNH Conflict of Interest Procedures (in the CoM Handbook) if a conflict of interest arises
8. ensure appropriate time commitment to committee activities and to CoM portfolio and project activities.



## Election and Term

All Committee of Management members are directly elected by the PNH members at the Annual General Meeting each year and holds the position until the next Annual General Meeting.