



Australian Government

BSBFNG403 Participate as a board member of an Aboriginal and Torres Strait Islander organisation

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with the Business Services Training Package Version 8.0. Changed unit title to reflect developments in Aboriginal and Torres Strait Islander Governance outcomes. Supersedes and is not equivalent to: • BSBATSIL411 Undertake the roles and responsibilities of a board member • BSBATSIL412 Participate effectively as a board member • BSBATSIL510 Appoint and work with a manager • BSBATSIL511 Lead the organisation's strategic planning cycle • BSBATSIL512 Be a leader in the community • BSBATSIM412 Implement a businesslike approach • BSBATSIM414 Oversee the organisation's annual budget.

Application

This unit describes the skills and knowledge required to meet the diverse roles and responsibilities of a board member in an Aboriginal and Torres Strait Islander organisation.

The unit applies to individuals responsible for monitoring and guiding the activities of Aboriginal and Torres Strait Islander organisations in their role as a member of a board of governance.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills - Aboriginal and Torres Strait Islander Governance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the</i>	<i>Performance criteria describe the performance needed to demonstrate</i>

<i>essential outcomes.</i>	<i>achievement of the element.</i>
1. Work within structure of Aboriginal and Torres Strait Islander organisation	1.1 Identify core functions and structure of organisation 1.2 Describe and document relationship between organisation, stakeholders and other organisations or entities 1.3 Identify individual responsibilities of board members 1.4 Identify designated board duties as per role description 1.5 Follow board's decision-making processes
2. Manage competing roles and responsibilities	2.1 Identify differences between roles of governance and management 2.2 Identify relationship between board and staff and overlap in roles 2.3 Identify and manage real and perceived conflicts of interest due to competing roles and responsibilities 2.4 Follow policies and procedures on confidentiality of information
3. Participate in board matters	3.1 Plan for own participation in board activities 3.2 Attend board meetings and other board activities as required 3.3 Make constructive contributions to board discussions 3.4 Undertake assigned follow-up actions
4. Interpret financial reports	4.1 Confirm financial information is received from management within required timeframes 4.2 Clarify purpose of financial reports and their key features with board members 4.3 Identify income shortfalls and expenditure overruns
5. Follow legal requirements when carrying out board duties	5.1 Determine legal obligations relating to organisation's operations 5.2 Apply legal requirements relating to governance of organisation 5.3 Comply with required aspects of corporations law and terms and conditions of funding agreements 5.4 Adhere to constitution of organisation while undertaking board responsibilities
6. Monitor organisational operations	6.1 Monitor trends and outcomes of organisational activities in the community 6.2 Use information provided to review effectiveness and efficiency of operations and associated policies 6.3 Suggest changes to operations or policies if necessary
7. Receive and act on community and stakeholder feedback	7.1 Gather and evaluate feedback from community and stakeholders about operations of organisation, and share with other board members 7.2 Action feedback according to policies and procedures, and in consultation with organisation's management 7.3 Support majority decisions of board and management where applicable

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	Interprets a range of financial information to contribute to decisions regarding organisational finances
Reading	Gathers, interprets and analyses information relating to core functions of the organisation, such as organisational goals, standards and values
Writing	Develops material for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations
Oral communication	- Participates in a verbal exchange of ideas and clearly articulates requirements using language, tone and syntax appropriate to audience and environment - Uses active listening and questioning skills to confirm understanding
Self-management	- Follows protocols and meets expectations associated with own role - Identifies nature and purpose of own role and associated responsibilities and how they contribute to the work of others in immediate work context
Teamwork	Collaborates with others to achieve joint outcomes, playing an active role in facilitating group interaction, influencing direction and taking a leadership role on occasion
Planning and organising	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency and considering how to link to work of others - Takes responsibility for outcomes of decisions related to own role
Problem solving	Identifies when to take responsibility for solving problems and when to consult with others

Unit Mapping Information

Supersedes and is not equivalent to:

- BSBATSIL411 Undertake the roles and responsibilities of a board member
- BSBATSIL412 Participate effectively as a board member
- BSBATSIL510 Appoint and work with a manager
- BSBATSIL511 Lead the organisation's strategic planning cycle
- BSBATSIL512 Be a leader in the community

- BSBATSIM412 Implement a businesslike approach
- BSBATSIM414 Oversee the organisation's annual budget.

Links

Companion Volume Implementation Guide is found on VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>