



Australian Government

Department of Education, Employment and Workplace Relations

BSBGOV401A Implement Board member responsibilities

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to undertake the diverse roles and responsibilities required of a Board member.</p> <p>Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals with a broad knowledge of the business or core functions of organisations who contribute their skills and knowledge to monitoring and guiding the activities of the organisation.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify the business of the organisation	1.1.Ensure the history of the organisation is known and understood 1.2.List and explain the <i>core functions</i> of the organisation 1.3.Explain the relationship between the organisation, <i>stakeholders and other organisations/entities</i>
2. Monitor operations	2.1.Identify and document outcomes for each <i>operational area</i> 2.2.Use <i>information provided to review effectiveness</i> and efficiency of operations 2.3.Suggest changes to operations if necessary
3. Follow the legal requirements when carrying out Board duties	3.1.List and describe relevant provisions of the <i>legislation</i> under which the organisation operates 3.2.Adhere to relevant aspects of <i>Corporations Law</i> 3.3.Adhere to the constitution of the organisation 3.4.List and comply with <i>workplace responsibilities</i> 3.5.Comply with the terms and conditions of funding agreements
4. Monitor trends and changes in the community	4.1.Attend community meetings, speaking on behalf of the Board as required and delegated 4.2.Maintain information and awareness of key stakeholders and political issues 4.3.Ensure the Board is informed of identified community and stakeholder needs 4.4.Review policies with respect to changing community needs, and incorporate into operations as required
5. Receive and act on community and stakeholder feedback	5.1.Receive and document feedback from the community and stakeholders about services 5.2.Evaluate feedback 5.3.Deal with feedback in accordance with policies and procedures, and in consultation with management 5.4.Document and support decisions with management

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and to people with diverse abilities
- communication and negotiation skills to work cooperatively with other Board members, management and staff of the organisation, key stakeholders and members of the community
- literacy skills to read and interpret rules, regulations, policies and other workplace documentation
- evaluation and decision making skills to review information presented to the Board and to enact decisions.

Required knowledge

- cultural context relevant to the community and location: as boards of governance oversee a wide variety of organisations, they must therefore ensure that they operate within the traditional and cultural values of the relevant context/s
- key provisions of relevant legislation from all levels of government that affects business operations, codes of practice and national standards, such as:
 - anti-discrimination legislation
 - consumer and corporations laws including appropriate state legislation
 - ethical principles
 - privacy laws
- organisational constitution, codes of conduct functions, policies and procedures.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- contributing to analysis and decision making of issues affecting Board and organisational performance
- managing a number of different tasks
- dealing with irregularities and breakdowns in routine
- knowledge of organisational constitution, codes of conduct functions, policies and procedures.

Context of and specific resources for assessment

Assessment must ensure:

- participation on an actual or simulated Board
- access to office equipment and resources
- examples of issues worked with by boards of governance, including community complaints, strategic decisions and internal staffing issues
- examples of relevant documents.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- assessment of explanation of core functions of the organisation
- assessment of descriptions of relevant provisions of the legislation under which the organisation operates
- analysis of responses to case studies and scenarios
- demonstration of techniques
- observation of presentations
- oral or written questioning to assess knowledge of the roles and responsibilities of Board members
- observation of performance in role plays
- review of documented feedback from the community and stakeholders about services.

EVIDENCE GUIDE**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- other governance units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Core functions</i> may relate to:	<ul style="list-style-type: none"> • provision of specific goods • provision of specific services • specific cultural contexts: <ul style="list-style-type: none"> • Boards of Indigenous organisations that are upholders of traditional and cultural values
<i>Stakeholders and other organisations/entities</i> may include:	<ul style="list-style-type: none"> • commercial businesses owned by the corporation • community groups and organisations • competitors • consumers • joint owned entities held by other organisations • specific cultural groups: <ul style="list-style-type: none"> • related and non-related Aboriginal and Torres Strait Islander organisations • suppliers • trusts held by the organisation
<i>Operational area</i> may include:	<ul style="list-style-type: none"> • divisions, branches and positions within the organisation • lines of accountability
<i>Information provided to review effectiveness</i> may include:	<ul style="list-style-type: none"> • anecdotal information from the community • financial reports • reports from staff, consultants, other bodies
<i>Legislation</i> may include:	<ul style="list-style-type: none"> • Aboriginal Councils and Associations Act 1976 • commonwealth, state/territory occupational health and safety (OHS) statutes • state/territory acts relating to core functions of the business or organisation • workplace agreements
<i>Corporations Law</i> may include:	<ul style="list-style-type: none"> • Corporations (Aboriginal and Torres Strait Islanders) Act, as applicable to a range of

RANGE STATEMENT	
	Indigenous organisations <ul style="list-style-type: none"> liabilities of Board members responsibilities of Board members
<i>Workplace responsibilities</i> may include:	<ul style="list-style-type: none"> equal opportunity OHS staff contracts

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, Licensing and Risk - Governance
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Co-requisite units

Co-requisite units		