



Australian Government

BSBATSIL411 Undertake the roles and responsibilities of a board member

Release: 1

BSBATSIL411 Undertake the roles and responsibilities of a board member

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to meet the diverse roles and responsibilities of a board member.

It 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

Regulation, Licensing and Risk – ATSI Governance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Work within structure of the organisation	1.1 Identify core functions and structure of the organisation 1.2 Describe relationship between organisation, stakeholders and other organisations or entities 1.3 Identify individual responsibilities of board members 1.4 Perform designated board duties as per role description 1.5 Follow the board's decision-making processes
2 Manage competing roles and responsibilities	2.1 Identify differences between roles of governance and management 2.2 Identify the relationship between board and staff and

ELEMENT	PERFORMANCE CRITERIA
	overlapping roles 2.3 Identify and manage real and perceived conflict of interest due to competing roles and responsibilities 2.4 Follow policies and procedures on confidentiality of information
3 Follow legal requirements when carrying out board duties	3.1 Identify legislation under which the organisation operates 3.2 Apply provisions of legislation relevant to governance of the organisation 3.3 Comply with relevant aspects of corporation law and terms and conditions of funding agreements 3.4 Adhere to the constitution of the organisation while undertaking workplace responsibilities
4 Monitor operations	4.1 Monitor trends and outcomes in the community 4.2 Identify and analyse outcomes for each operational area 4.3 Use information provided to review effectiveness and efficiency of operations and associated policy 4.4 Suggest changes to operations or policy if necessary
5 Receive and act on community and stakeholder feedback	5.1 Gather and evaluate feedback from the community and stakeholders about operations of the organisation, and share with other board members 5.2 Deal with feedback according to policies and procedures, and in consultation with management 5.3 Support decisions of board and management where applicable

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 2.1, 2.2, 2.4, 3.1-3.4, 4.1-4.3, 5.1, 5.2	Gathers, interprets and analyses information relating to core functions of the organisation, such as organisational goals, standards and values

Writing	1.2, 4.4, 5.1, 5.3	Develops material for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations
Oral Communication	1.2-2.3, 4.4	- 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
Navigate the world of work	2.4, 3.1-3.4, 4.3, 5.2	- Appreciates implications of legal and regulatory responsibilities related to own work - Recognises and follows explicit and implicit protocols and meets expectations associated with own role - Understands nature and purpose of own role and associated responsibilities and how it contributes to the work of others in immediate work context
Interacts with others	1.4, 5.3	- Collaborates with others to achieve joint outcomes, playing an active role in facilitating group interaction, influencing direction and taking a leadership role on occasion - Follows accepted communication practices and protocols, adjusting personal communication style in response to the values, beliefs and cultural expectations of others
Get the work done	1.1, 1.3-1.5, 2.1-2.3, 4.2, 5.1	- 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 routine decisions related to own role - Understands when to take responsibility for solving problems and when to consult with others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBATSIL411 Undertake the roles and responsibilities of a board member	BSBATSIL411A Undertake the roles and responsibilities of a board member	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBATSIL411 Undertake the roles and responsibilities of a board member

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- contribute to analysis and decision-making on issues affecting board and organisational performance
- work in accordance with organisational constitution, codes of conduct, legislation and internal policies and procedures
- manage conflicts of interest
- maintain open channels of communication between board and staff members.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the concept of community control of organisations, and how it may impact roles and responsibilities of board members
- describe the cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, and how this may impact roles and responsibilities of board members
- outline decision-making processes
- list geographic, social, economic and political contexts in which particular organisations operate, and how these may impact roles and responsibilities of board members
- explain governance roles and responsibilities
- explain management roles and responsibilities
- describe the organisational history, structure, core functions, code of conduct, constitution, policies and procedures, and reporting processes
- outline provisions of legislation and funding body requirements influencing decision-making, and how these may impact roles and responsibilities of board members

- identify relevant protocols and cultural responsibilities, and how they may impact roles and responsibilities of board members
- describe roles and responsibilities of key board positions
- list terms and conditions of funding agreements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – ATSI governance field of work and include access to:

- participation on an actual or simulated board
- examples of issues boards of governance have worked on, including community feedback and strategic decisions
- examples of relevant documents.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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