



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>

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

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- contribute to at least two decisions on issues affecting board and organisational performance.

In the course of the above, the candidate must:

- work in accordance with organisational constitution, legislation and policies and procedures
- contribute to analysis of issues
- contribute to board discussions
- manage conflicts of interest
- consult with broader community on matters of relevance to board
- maintain open channels of communication between board and staff members.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key aspects of cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values
- organisational decision-making processes
- geographic, cultural, social, economic and political contexts in which different Aboriginal and Torres Strait Islander organisations operate
- key aspects of governance roles and responsibilities of an Aboriginal and Torres Strait Islander organisation board member and of key board positions
- key aspects of management roles and responsibilities, including:
 - monitoring trends and outcomes of organisation's activities
 - methods of identifying organisational policies and activities requiring change
- differences in elected arms and administrative arms of organisation
- techniques in balancing the two worlds of Indigenous culture and mainstream Australia
- features and informing context to organisation's operations, including:
 - history
 - structure
 - core functions
 - code of conduct
 - constitution
 - policies and procedures
 - processes to monitor operations
 - reporting processes
- provisions of legislation and funding body requirements influencing board's responsibilities and decision making
- key features and functions of financial statements, information and reports; and risks associated with incorrectly interpreting them
- protocols and cultural responsibilities relating to participate on a board of an Aboriginal and Torres Strait Islander organisation.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- an actual or simulated board
- examples of issues that boards of governance have worked on, including community feedback and strategic decisions
- examples of relevant financial statements and reports.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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