



**Australian Government**

# **BSBGOV405 Undertake the roles and responsibilities of committee or board members**

**Release: 1**

## BSBGOV405 Undertake the roles and responsibilities of committee or board members

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 2.0. |

### Application

This unit describes the skills and knowledge required to meet the diverse roles, responsibilities, codes of conduct and behavioural protocols required of committee or board members.

It applies to individuals responsible for monitoring and guiding the activities of their organisations as members of committees or boards of governance.

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

### Unit Sector

Regulation, Licensing and Risk – 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. Identify roles within an organisation         | <p>1.1 Identify the core functions and structure of the organisation</p> <p>1.2 Describe the relationships between the organisation, its stakeholders and other organisations or entities</p> <p>1.3 Explain individual responsibilities of committee and board members within an organisation</p> <p>1.4 Identify differences between roles of governance and management</p> <p>1.5 Assess the relationships and overlapping roles between board, committee and staff</p> |

| ELEMENT                                      | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Work within structure of the organisation | 2.1 Perform designated committee or board duties<br>2.2 Follow the committee or board's decision making processes<br>2.3 Manage real and perceived conflict of interest issues that are associated with competing roles and responsibilities<br>2.4 Follow policies and procedures on confidentiality                                                                                      |
| 3. Follow legal requirements                 | 3.1 Comply with legislative requirements that apply to organisational committee or board duties<br>3.2 Apply provisions of legislation relevant to governance of the organisation<br>3.3 Comply with relevant aspects of corporation law and terms and conditions of funding agreements<br>3.4 Adhere to the constitution of the organisation while undertaking workplace responsibilities |
| 4. Monitor operations                        | 4.1 Identify and analyse outcomes for each operational area<br>4.2 Use information provided to review effectiveness and efficiency of operations and associated policy<br>4.3 Suggest changes to operations or policy if necessary                                                                                                                                                         |

## 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 | <ul style="list-style-type: none"> <li>Gathers, interprets and analyses information relating to core functions of the organisation, such as organisational goals, standards and values</li> </ul>                                                                                        |
| Writing            | 1.2, 1.3, 4.3                             | <ul style="list-style-type: none"> <li>Develops material for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations</li> </ul>                                                                                           |
| Oral Communication | 1.2, 2.3, 4.3                             | <ul style="list-style-type: none"> <li>Participates in a verbal exchange of ideas and clearly articulates requirements using language, tone and syntax appropriate to audience and environment</li> <li>Uses active listening and questioning skills to confirm understanding</li> </ul> |

|                            |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Navigate the world of work | 1.4, 1.5, 2.4, 3.1-3.4, 4.2 | <ul style="list-style-type: none"> <li>Understands nature and purpose of own role and associated responsibilities and how it contributes to the work of others in immediate work context</li> <li>Appreciates implications of legal and regulatory responsibilities related to own work</li> <li>Recognises and follows explicit and implicit protocols and meets expectations associated with own role</li> </ul>                    |
| Interacts with others      | 1.3, 4.3                    | <ul style="list-style-type: none"> <li>Collaborates with others to achieve joint outcomes, playing an active role in facilitating group interaction, influencing direction and taking a leadership role on occasion</li> <li>Follows accepted communication practices and protocols, adjusting personal communication style in response to the values, beliefs and cultural expectations of others</li> </ul>                         |
| Get the work done          | 2.1-2.3, 3.2, 4.1- 4.3      | <ul style="list-style-type: none"> <li>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</li> <li>Takes responsibility for outcomes of routine decisions related to own role</li> <li>Understands when to take responsibility for solving problems and when to consult with others</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                                                   | Code and title<br>previous version | Comments | Equivalence status |
|-------------------------------------------------------------------------------------|------------------------------------|----------|--------------------|
| BSBGOV405<br>Undertake the roles and responsibilities of committee or board members | Not applicable                     | New unit | No 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 BSBGOV405 Undertake the roles and responsibilities of committee or board members

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## Performance Evidence

Evidence of the ability to:

- perform board/committee duties in accordance with organisational constitution, codes of conduct, legislation and internal policies and procedures
- manage conflicts of interest.

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:

- outline decision-making techniques
- compare and contrast governance and management roles and responsibilities
- outline how legislation and funding arrangements or funding body requirements impact roles and responsibilities of committee and/or board members.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical committee or board of governance activities and include access to:

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

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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