

**BOARD OF DIRECTORS RESPONSIBILITIES AND EXPECTATIONS**

The **Mission of the Pyramid Model Consortium (PMC)** is to promote the high fidelity use of the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children. The **Purpose of Pyramid Model Australia (PMA)** is to champion the use of the evidence-based Pyramid Model in order to strengthen social emotional competence in young children in Australia.

**The Board** of any not-for-profit organisation has a legal responsibility to the organisation, which includes:

1. The duty of care: Board members are required to be active in the organisation’s affairs by attending board members and meetings of committees, keeping themselves informed to determine if the policies established by the board are being followed.
2. The duty of loyalty: This requires that board members always put the interests of PMA first and foremost in all decision making.
3. The duty to maintain accounts: Board members are responsible for assuring the financial accountability of the organisation, keeping accurate records and assuring that the budget is appropriate and funding is available to carry out the mission and activities of the organisation.
4. The duty of compliance: Board members have a duty to be faithful to the organisation’s purpose and comply with all governing documents and laws.

A helpful document that provides detailed expectations of a not for profit Board and Board Members in Australia is [linked here.](https://content.nfplaw.org.au/wp-content/uploads/2023/05/New-to-a-Board-or-Committee.pdf?_ga=2.201919826.2127495096.1738287065-597235005.1738287065)

**To assure** that each member of the PMA Board accepts the responsibility of their position, board member expectations are as follows:

1. Attendance at board meetings is expected on a regular basis. PMA Board meetings are typically held bi-monthly via Zoom with one face-to-face meeting annually.
2. Materials for board review will typically be sent at least 48 hours in advance of scheduled meetings. Board members are expected to review these materials, arriving at the meeting ready to discuss agenda items and take necessary action.
3. One of the most important roles of a board member is to serve as an “ambassador” for the organisation Sharing information about the organisation with individuals and groups, as appropriate, is extremely beneficial.
4. Board members owe the organisation careful attention in the conduct of the board’s work and must always act in the organisation’s best interest. Board Members are prohibitive from being reimbursed as consultants during their tenure on the board. When a board member has a conflict of interest – he or she is required to explain the circumstances and avoid taking any part in the decision.

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1. The PMA board is a working board, filling the roles of governance (a body that ensures accountability) and support (board members acting as individuals to support the organisation through volunteering and fundraising). Each board member must be prepared to accept the responsibilities that go with this type of organisation. Each board member should be committed to the purpose of PMA and work to contribute their share to serve PMA and the community.



**PMA Board Member Application**

1) I am interested in the following Board Member Roles (check all that apply):

* President
* Vice President
* Secretary (entering second year of three year tenure)
* Treasurer (entering second year of three year tenure)
* Member at Large (maximum 6 positions. Representatives from throughout Australia are encouraged to apply).

2) What is your current role/position?

3) What is your experience working with the Pyramid Model?

4) What contributions do you hope to make by participating on PMA Board?

* For new Board Member candidates, on a separate page, please provide a candidate statement (see Appendix A).
* New and existing Board Members (within three year tenure) please choose from the following sub-committees:
* **Finance Sub Committee** - Including risk management, auditing requirements, compliance and P&L /general cash flow for the Treasurer Report
* **Strategic Direction Sub Committee** - Including marketing, grants, national liaisons with PM Implementation Site Leaders
* **Professional and peak body liaison Sub Committee** - Alignment and leverage with other peak and professional organisations as identified specifically by the group

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Signature Date

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(not to be used with the candidate statement)

Please return completed/signed application to Sara Stockman [exec@pyramidmodel.org.au](mailto:exec@pyramidmodel.org.au)

** Notes for Candidate Statements**

Nominees are required to submit a Candidate Statement of not more than 600 words outlining their skills, experience and suitability to be a Pyramid Model Australia (PMA) Board Member.

* Statements are to be provided in a Word document with 12 pt font, with no subheadings or special formatting.
* Candidate contact details (including phone, email and social media accounts) must not be included in this statement.
* The Returning Officer reserves the right to edit any statement that does not comply with these requirements or that includes inappropriate content. Candidates will be advised of any editing prior to publication, and resubmission of the statement will be considered on a case-by-case basis.

The candidates are also able to provide a photograph to be published with their Candidate Statement should they wish to.

* The photograph must be a headshot (a picture of the candidate’s head and shoulders)
* The photograph must only picture the candidate, and contain no other people, signs, banners or messages
* The photograph must be at least 300dpi resolution

Candidate statements and pictures will be reproduced to an election page on the PMA website as well as distributed to the Board and membership by electronic direct mail as part of notification of the ballot.