



# SAMPLE CEO DUTY STATEMENT

## PURPOSE

To provide a starting point for drafting a CEO duty statement.

Reports to:	AAA Chair and Board
Contract Term:	4 years
Staff Reporting:	<i>All Staff with nominated direct reports to be determined</i>
Significant Relationships:	<ul style="list-style-type: none"><li>○ AAA Board</li><li>○ Executive team, staff and volunteers</li><li>○ Local and State government stakeholders</li><li>○ Key customers</li><li>○ Corporate partners and donors</li></ul>

Remuneration: TBC

## Job Purpose

The CEO reports to the Board of Directors, and is responsible for the organisation's consistent achievement of its mission and financial objectives.

In liaison with the Board key responsibilities include:

- Strategic Planning
- Program development and delivery
- Staff leadership
- External communications and advocacy
- Budgetary planning and control

## In Strategic Planning the CEO will:

- > Support the Board in development and updating of the Strategic Plan
- > Ensure the organisation's Strategic Plan is informed by upto date market/environment scanning
- > Consult with key stakeholders as agreed with regard to development of the organisation's Plan
- > Ensure the Plan is effected through annual operational plans
- > Monitor progress in implementing the Plan, and report to the Board as agreed

## In Program Development and Administration, the CEO will:

- > Assure that the organisation has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress
- > Provide leadership in developing program, organisational and financial plans with the Board of Directors and Staff, and carry out plans and policies authorised by the Board
- > Promote active and broad participation by volunteers in all areas of the organisation's work
- > Maintain official records and documents, and ensure compliance with federal, state and local regulations
- > Maintain a working knowledge of significant developments and trends in the field

## In relations with Staff, the CEO will:

- > Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers
- > Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resources practices are in place
- > See that an effective management team, with appropriate vision for success, is in place
- > Encourage staff and volunteer development and education, and assist program staff in relating their specialised work to the total program of the organisation
- > Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people

## In Communications, the CEO will:

- > See that the board is kept fully informed on the condition of the organisation and all important factors influencing it
- > Publicise the activities of the organisation, its programs and goals
- > Establish sound working relationships and cooperative arrangements with community groups and organisations
- > Represent the programs and point of view of the organisation to agencies, organisations, and the general public

## In Budget and Finance, the CEO will:

- > Be responsible for developing and maintaining financial practices
- > Work with the staff, Finance Committee, and the board in preparing a budget; see that the organisation operates within budget guidelines
- > Ensure that adequate funds are available to permit the organisation to carry out its work
- > Jointly, with the Chair and Secretary of the board of directors, conduct official correspondence of the organisation, and jointly, with designated officers, execute legal documents.

### SOURCE

- > Fishel, D, The Book of the Board, Federation Press, Sydney, NSW (2003; 3rd edn. 2014)

### ABOUT POSITIVE SOLUTIONS

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