

General Practice Queensland Board Director Remuneration Policy (B012)



General Practice Queensland Board Directors are remunerated via a stipend which is paid in the first week of the month for work undertaken in the month before i.e. payment is retrospective. Stipend amounts are as follows:

Chair	\$60,000
Chair Finance Committee	\$18,900
Chair Governance Committee	\$18,900
Other Board Directors	\$13,860

Board Directors are also free to make additional payment claims for work done outside of the scope of the Board stipend provided this work is pre-approved by the Board or one of its committees delegated to make this decision; or that work relates to a program area with its own budget for representative payments.

Scope of Stipend for all Board Directors

The following is included in the stipend for all Board Directors

- New Board Directors to attend Board orientation following the AGM.
- All reading associated with the work of the Board e.g. Board emails, agendas, meeting notes, discussion papers, program updates, contracts, reports and to respond as requested.
- Board meetings, both face to face and teleconferences and Annual Board Retreat ;(face to face board meetings occur up to 6 times per year for 1-2 day).
- Board subcommittee meetings and Board Chair Leadership Group meetings - (both face to face and teleconferences).
- Attendance at General Practice Queensland Special Meetings and Annual General Meetings.
- Link with key General Practice Queensland program areas and Policy Development areas as required.
- Attendance at General Practice Queensland forums. Board Directors representing their own Divisions at General Practice Queensland forums and workshops are free to seek remuneration for this activity from their own Divisions. Directors may be asked to chair and/or to facilitate sessions at forums and general meetings as part of their role.

Board Directors are expected to attend General Practice Queensland special meetings and annual general meetings in their capacity as a General Practice Queensland Director, and to encourage their Division to appoint another person to represent their Division at these meetings.

Board Directors may claim additional remuneration for travel time to attend the above listed meetings where travel time occurs during 'in hours' as defined in the GP remuneration policy and where travel time exceeds two hours on any one occasion or eight hours in any one calendar month. They may also be paid travel time to attend other meetings in their capacity as Board representatives consistent with the General Practice Queensland GP remuneration policy and reimbursement policy.

Board stipends are paid irrespective of whether Directors are on holiday or not; it is expected that Board Directors may be unavailable for Board commitments for up to 4 weeks in a 12 month period due to holidays. If Directors miss three (3) Board meetings or fail to appoint an alternate director to attend these meetings, their stipend may be adjusted and they will need to show cause to the GPQ Board.

Additional Scope – Board Chairperson

- Work involved in providing effective leadership for General Practice Queensland
- Regular communication with General Practice Queensland personnel including Board Directors, CEO, and Staff
- Close liaison with CEO to oversee effective management of General Practice Queensland
- Ensure timely and appropriate performance review of CEO position
- Visits to Qld Divisions on request; these visits may be delegated to other Board Directors if appropriate and agreed
- Representation of General Practice Queensland at SBO/AGPN (General Practice Network Leadership) meetings and forums
- External representation of General Practice Queensland. This will include regular communication and relationship development with Queensland Health, Commonwealth Health and other key groups.
- Key spokesperson for General Practice Queensland

Additional Scope – Chair Governance Committee

Assist with Board Chair's workload as requested, including

- External representation;
- Deputise when Chair is not available;
- Oversee annual Board performance review process
- Chair the Governance Committee


Additional Scope – Chair Finance Committee

Assist with Board Chair's workload as requested, including

- Chair the Finance Committee
- Work closely with the CEO and Business Manager to oversee the financial management of General Practice Queensland, including the preparation of budgets
- Monitor expenditure of all funding streams against budget and provide exception reports to the Board
- Work with the CEO to ensure timely financial reporting to the Board and Directors
- Liaise with auditors regarding the detail of the audited financial statements
- Ensure that General Practice Queensland financial policies and procedures are current and adequate

Alternate Director Remuneration

Where an alternate Director has been appointed to temporarily replace a sitting board member the usual payments to that member will be forfeited and directed to the alternate director and in accordance with the above policy.

Version number	6	Changes Last Made:	13 Sept 09
Approved by:			
Changes to this version:	<i>Deletion of additional scope for community board director, addition of sentence re director's non attendance at 3 board meetings.</i>		
Superseded on:	N/A		
Last Review Date:	13 Sept 09	Next Review Date:	<i>Annually by finance subcommittee as part of budget considerations April 2010</i>