

# General Practice Queensland Board Director Role Description (B011)

---



## Board Composition

The General Practice Queensland constitution allows for a Board of up to nine Directors; six of these are natural persons elected from member Divisions. The remaining three positions are to be appointed by the Board based on skills assessment and needs of the Board. At least one Director of the Board is required to be a GP.

## Purpose of the Position

The Board is the governing body of the organisation. As such it provides strategic direction and leadership, develops policy and monitors its implementation, holds financial accountability and plans for the activity and resourcing of General Practice Queensland. The Board supports its members through the provision of services and by representing and advocating for members at State level.

## Role of Board Members

General Practice Queensland operates within the regulatory environment of:

- Common law and legislative obligations
- Requirements of funding contracts
- Codes of practice and ethics

The General Practice Queensland Constitution governs its operation. The Board owes a duty of care to the members of General Practice Queensland and has contractual obligations to its funders on behalf of that membership.

## Responsibilities

- To provide leadership and vision for General Practice Queensland as an organisation
- To set the goals, strategies and performance indicators for the organisation and monitor their achievement
- To ensure that the Mission and Vision align with the business activities of the organisation
- To approve financial plans and budgets consistent with the business plan and monitor progress on a regular basis
- To ensure that the organisation has adequate resources for any proposed undertaking
- To ensure that appropriate and sufficient risk management processes are in place and implemented
- To engage a competent CEO and enter a professional agreement which provides regular performance appraisal
- To establish clear limits of authority for individual directors and CEO
- To function within the organization's governance and operational boundaries
- To ensure regular reporting to Divisions, AGDHA and other stakeholders
- To ensure that legal obligations are met
- To represent and advocate for Queensland Divisions
- To maintain regular liaison with Divisional Boards and undertake other communication as required
- To seek sufficient information to be effective and to understand the issues and assess the risks facing the organisation

## **Accountability**

All Board Directors are accountable to the Board and to the membership in terms of the overall governance of General Practice Queensland and the efficient use of General Practice Queensland resources.

The Board is accountable to the investors/funding bodies for compliance with contractual requirements and expenditure in line with approved budgets.

## **Reporting To Board**

When Board Directors attend meetings in their capacity as a Director, they will be expected to provide a brief written report to the Board outlining key issues and opportunities. A proforma is provided to facilitate this process.

The report may be circulated prior to a Board meeting, or at any convenient time, but will need to be accepted as part of the Reports section of the following Board meeting.

## **Reporting by the Board**

The Board is required to report to the membership at each General Meeting of the Queensland Divisions, through the Board Chair and Chair Finance Committee, and to provide an Annual Report.

## **Performance Review**

The performance of the Board is reviewed annually according to a protocol adopted by the Board. The Board, as an entity, strives to improve the effectiveness of communication processes, meeting efficiency and effectiveness, and decision making. Whilst formal performance review occurs annually there is a focus on monitoring performance of the Board throughout the year. The Board continues to address areas that need strengthening through policy adoption and specific Board training. In addition, individual Directors have a Director Development Plan against which they self assess on an annual basis; the Chair facilitates this process and provides feedback to Directors on their progress. These plans form the basis for ongoing professional development for Board Directors.

## **Knowledge and Skills Required**

**All Board Directors will currently have or demonstrate a commitment to obtain skills in the following areas:**


- Leadership skills
- Knowledge in running meetings
- Problem solving and critical analysis
- Strategic thinking
- Strategic planning
- Negotiation, lobbying skills

**All Board Directors will currently have or demonstrate a commitment to obtain knowledge in the following areas:**

- Good understanding of General Practice and primary health care issues
- Broad understanding of the health system, in particular Federal and State responsibilities, and the interaction between public and private health sectors
- Broad understanding of the impact of geographical issues on the delivery of general practice and primary health care
- Good understanding of the Divisions of General Practice program
- A sound knowledge of contemporary governance principles including prior Board experience or formal governance training

**In addition to the above, General Practice Queensland recognises that Director experience in the following areas would add additional value to the Board:**

- Understanding/experience of primary health care workforce recruitment, retention and training
- Previous experience working in partnership with health sector stakeholders including government
- Understanding /experience in Aboriginal and Torres Strait Islander issues
- Understanding /experience in cultural diversity issues
- Understanding/experience in community engagement and/advocacy
- Experience in commercial business operation, particularly in areas of financial, legal and risk management
- Experience in marketing and business promotion

<b>Version number</b>	<i>Draft 6</i>	<b>Changes Last Made:</b>	<i>14 Sept 2009</i>
<b>Approved by:</b>			
<b>Changes to this version:</b>	Changes made in line with constitutional amendments.		
<b>Superseded on:</b>	N/A		
<b>Last Review Date:</b>	<i>13 Sept 09</i>	<b>Next Review Date:</b>	<i>Board retreat 2010</i>