



## Rural Regional Remote Women's Network of Western Australia Inc.

### Members Information Statement

Established in 1996, initially as a WA State Government body, the RRR Network transitioned to independent entity in 2016. We are governed by a volunteer board of 8 WA women, elected by broad base of financial members from across WA.

The RRR Network engages with WA women and their families to inform and empower through the provision of information delivered to an active social media following of over 6,900 women and an email subscriber base of around 4000. If you have yet to subscribe, you can do so [here](#).

Our network of strong, connected, and influential women works closely with the Department of Communities on women's issues. For example, in 2019 we hosted a series of regional forums as part of the WA State Government Women's Voices project. In 2020, we were invited by Minister McGurk to attend a Ministerial Round Table on women to discuss the impacts of the pandemic. We also are undertaking research on regional leadership that is funded through the Department of Communities. We will continue to work with the Minister of Women's Interests so that the regional women's perspective is readily communicated and forms part of policy.

The RRR Network celebrates WA women and, on behalf of AgriFutures and the Department of Primary Industries and Regional Development, delivers the WA Rural Women's Awards (RWA) announcement event in Perth each year. In 2019 and in conjunction with the RWA we hosted a Perth conference for 150 women. In 2020 and due to the pandemic, the announcement of the winner was online and the 2021 RWA will be skipped.

We have built a successful partnership with Curtin University, designing, and delivering a 2 ½ day Regional Women's Leadership program to 60 women 2018/19. We have worked with a private training provider to deliver a non-gender specific business entrepreneur program to 30 WA start-up businesses; and have received funding support from the Small Business Development Corporation to deliver business development workshops across regional WA in 2019/20. In 2020, Curtin and the RRR will be exploring online courses that will cover topics such as marketing, building a brand and leadership.

RRR Network's activities are funded on a user-pay model; with small one-off project grants or modest fee-for service agreements being the only funding support currently received from the WA State Government. Membership fees and income derived from training and event delivery fund an FTE of 2 staff who work remotely from home offices across WA. We did have a head office in Central Park

Perth, however due to the pandemic and staff change over, we have reverted to remote work placement.

You can read our constitution [here](#).

Any person who supports the objects or purposes of the Association can to apply to become a member of the RRR Women's Network of WA, in the first instance purchasing a membership via the [website](#).

This online process is deemed as the initial application for membership. The proposed member will be referred to the board to finalise the nomination.

## **About the Board Positions**

Members who are over the age of 18, who joined prior to the 30th June 2020 and have paid their annual membership dues in full, can nominate for a position on the RRR Network Board if positions are available (also known as the "committee", as detailed in the constitution ).

Nomination forms will be circulated to all financial members in July each year. Nominations will be called for the following Office Holder positions:

Chairperson;

Deputy chairperson;

Secretary;

Treasurer;

Plus

4 x Ordinary Board (committee) member.

*Note: Ideally the full board will consist of between 6 and 8 members, being the 4 office bearers, plus 2 to 4 ordinary board members; however as per the RRR Network's constitution the association must decide by resolution, at the annual general meeting, the number of ordinary committee members (if any) to hold office for the next year.*

A member becomes a Board member if they are

(a) is elected to the Board at a general meeting; or

(b) is appointed to the Board by the Board to fill a casual vacancy.

The board hold teleconference meetings 6 to 8 times a year. On occasion and where facilitated by the Board there are face to face meetings usually held in Perth but location of future meetings are determined by the Board. Urgent resolutions may be made by emailed circular resolution as required.

Board members are paid a modest sitting fee being:

Chairperson:

\$389 per day for face to face meetings of 4 hours or more; \$263 per day for meetings of less than 4 hours; \$131 per teleconference.

All other Board Members:

\$263 per day for meetings of 4 hours or more; \$179 per day for meetings of less than four hours; \$89 per teleconference.

Note: Not all board members elect to draw the sitting fees. Where a board member is a salaried employee of an organisation that supports a member's attendance during normal work hours, those members have chosen not to draw a sitting fee. Claiming a sitting fee is at the discretion of the board member. All travel, accommodation, and meal costs to attend meetings are covered by the RRR Network.

## Role Descriptions

### Chairperson

As per the RRR Network constitution: -

- (1) It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.*
- (2) The chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.*

In practice the RRR network Chair works with and through the Chief Executive Officer (CEO). The CEO manages the day-to-day administration of the RRR Network with role of the Chair being to oversee the running of the association and its administration. The primary function of the Chair is to ensure that the board operates in a manner that is conducive to the achievement of the strategic outcomes and purposes of the RRR Network.

Responsibilities of the Chair include:

- Monitoring, reviewing and supporting the CEO through regular (weekly) contact;
- Maintaining a good working relationship with the CEO;
- Representing the RRR Network at functions and events as required;
- Presiding over-board meetings to ensure that board business is managed efficiently and effectively and moderating to ensure that they are constructive, efficient and respectful;
- Supporting board recruitment and induction processes;
- Communicating, both internally and externally, the culture and philosophy of the RRR Network

- Promoting the development of a positive board culture;
- Helping to devise and implement a board succession plan; and
- Reviewing the performance of board members

## **Deputy Chairperson**

As per the RRR Network constitution: -

*In the chairperson's absence, the deputy chairperson must preside as chairperson of each committee meeting.*

In practice the RRR Network Deputy Chair would work closely with the Chair and assist in the chair's duties as required.

## **Secretary**

Most of the secretarial duties of the RRR Network are managed, on a day-to-day by the CEO (and staff), however the Board Secretary should still be aware of the duties listed in the RRR Network constitution being: -

- a) *dealing with the Association's correspondence;*
- b) *consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;*
- c) *preparing the notices required for meetings and for the business to be conducted at meetings;*
- d) *unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;*
- e) *maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;*
- f) *unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;*
- g) *ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;*
- h) *maintaining full and accurate minutes of committee meetings and general meetings;*
- i) *carrying out any other duty given to the secretary under these rules or by the committee.*

In practice the Secretary should work with the CEO of the RRR Network to:

- Ensure the CEO completes timely preparation of minutes of past meetings and agendas for upcoming meetings.
- Work with the Chair and CEO to prepare the agenda in advance of each Board meeting
- Oversee and review meeting papers prepared for distribution by the CEO

- Review draft minutes and approve circulation to Board members
- Oversee the maintaining a register of members
- Work with CEO on procedures for the admission of new members; and for the resignation of members
- Receive nominations for positions on the Board (via the CEO)
- Keep copies of documents relevant to the administration of the organisation
- Act as a bank account signatory, and authorise payments when the treasurer is unavailable

## **Treasurer**

Most of the bookkeeping duties of the RRR Network are managed, on a day-to-day by the CEO (and staff), however the Board Treasurer should still be aware of the duties listed in the RRR Network constitution being: -

- a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;*
- b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;*
- c) ensuring that any payments to be made by the Association that have been authorized by the committee or at a general meeting are made on time;*
- d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;*
- e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;*
- f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;*
- g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;*
- h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;*
- i) carrying out any other duty given to the treasurer under these rules or by the committee.*

In practice the Treasurer should work with the CEO of the RRR Network to:

- Ensure that the CEO and Board maintains the degree of financial literacy necessary to conduct the business of the organisation
- Ensure that appropriate financial policies and procedures are in place, fully documented and being implemented by the CEO
- Report to the Board at each meeting on the financial situation of the organization, in partnership with the CEO
- Work with the CEO on a forward budget and maintain oversight of budget and report any variances to the board.

- With the Secretary and CEO, place any necessary financial items on the Board agenda in advance of the meeting
- Report to the Annual General Meeting on the financial situation of the organisation
- Ensure the organisation's financial records are adequate, protected, backed up, and accessible.
- Oversee the CEO's management of the organisation's banking and be the primary bank account signatory.
- Authorise payments input by the CEO
- Keep copies of documents relevant to the organisation's financial management including the asset register
- Ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- Work with CEO to ensure that risk management strategies (including appropriate insurances) are in place
- Oversees the organisation's compliance with all applicable tax arrangements

### **Ordinary Board (committee) member**

All board members are responsible, both collectively and individually for ensuring that the organisation acts according to its stated mission, meets all legal requirements and remains accountable to its funders and other stakeholders, including the WA State Government.

In addition, the RRR network board is responsible for:

- Driving the strategic direction of the organisation
- Working with the CEO to enable the organisation to obtain the resources, funds and personnel necessary to implement the organisation's strategic objectives.
- Implementing, maintaining and (as necessary) refining a system of good governance that is appropriate for the organisation
- Reviewing reports and monitoring the performance of the organisation
- Regularly reviewing the board's structure and composition, so that these are appropriate for the organisation
- Appointing – and managing the performance of – a suitable CEO
- Succession planning for the CEO

The board must finalise and approve the annual budget and needs to sign off on any items of expenditure outside the approved budget. Board members have a duty of care to the organisation and need to develop a broad understanding of the RRR Network's programs and priorities. This knowledge provides the basis for their financial decision-making and allows them to consider whether the figures in the budget actually represent the programs they wish to support in the following year, and that activities are ethical and represent wise financial management. The board must also ensure that risks are minimised and appropriate insurance policies in place.

The board is the guardian of the RRR Network's mission and vision and provides the strategic vision and objectives of the RRR Network. It sets the values and ethical guidelines; determines long-term goals and provides direction to the CEO. Finally, the board is responsible for ensuring there are adequate resources for the RRR Network to achieve its objectives.

Further information can be provided by:

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