**Responsibilities of Office Bearers – Participant’s worksheet**

*Write down next to each activity listed below the office bearer, e.g., secretary, president, or treasurer, who performs this task. If the activity is not specific to one office bearer, is it something all board members should do?*

1. Chair meetings
2. Take minutes
3. Organise agendas
4. Prepare reports to regulators
5. Review financial statements
6. Prepare budget
7. Prepare the annual report
8. Manage organisational policies & corporate records
9. Manage risk
10. Conducts reviews & audits
11. Manage volunteers
12. Represent the organisation to the media
13. Manage memberships
14. Appoint new staff (if you have staff)
15. Manage conflicts of interest
16. Report conflicts of interest
17. Understand the financial position of your organisation
18. Work with other organisations
19. Managing board recruitment and induction
20. Develop a positive culture within the board
21. Devise and implement a board succession plan
22. Organise bank accounts
23. Deposit cash and cheques
24. Pay the bills
25. Keep the financial records
26. Keep track of outgoings and incomings
27. Attend board meetings regularly
28. Read meeting papers
29. Make decisions for the organisation
30. Prevent your organisation from operating while insolvent
31. Act honestly