



# Board Charter

## Encircle Ltd.

ABN 8794409227

## **INTRODUCTION**

Encircle Ltd. is a not-for-profit organisation, a registered charity, and a public company limited by guarantee, operating under a Constitution. This Board Charter sets out the corporate governance policy of Encircle Ltd. and defines the roles, responsibilities, protocols and authorities of the Board of Directors, both individually and collectively. The Board Charter supports the Constitution and, in the event of inconsistency, the Constitution takes precedence. The terms "Board member" and "director" are used interchangeably throughout this document.

## **Objects**

The objects of the company are to operate for the benefit of individuals, families and communities, targeting the most disadvantaged by:

- Fostering cooperation between persons, groups and organisations in relation to community wellbeing.
- Promoting and assisting the development and implementation of community services engaged in the relief of poverty, homelessness, distress or disadvantage.
- Coordinating and supporting community development activities and advocating to governments and the community for adequate resources.
- Facilitating and participating in public forums and seminars on community issues.
- Encouraging community involvement and participation in meeting the objectives of the company.
- Undertaking other activities and functions which are incidental to the attainment of the objectives of the company.

## **Vision**

Connected, Resilient and Thriving Communities.

## **Mission**

To support individuals, families and strengthen our communities.

## **Practice Framework Policy**

### **RATIONALE**

The Practice Framework provides a shared understanding of how the mission statement, "To support individuals, families and strengthen our communities" is enacted in all the services and programs of Encircle Ltd

### **POLICY STATEMENT**

Encircle works within a Strength Based Framework in all interactions with the community it supports. A Strength Based Framework works alongside people to:

- identify and build on their competencies, resources and capacities rather than focus on perceived deficits
- identify and build on change that is naturally occurring and within the individual's control
- acknowledge that people are experts in their own lives, and uses language that reflects this
- see the problem as the problem, rather than the individual or group as the problem
- assist people to define their aspirations and goals and focus on the future
- recognize that change is constant and inevitable
- support self determination through genuine choice and the right to participation, inclusion and consultation

At an organisational level and at a board (governance) level this influences processes, including how we evaluate, give and receive feedback, work collaboratively, make decisions and engage with new ideas. It also facilitates a mutual learning environment that values self-reflective practice.

## **ENCIRCLE'S WORK IS**

### **Community development oriented**

The term "community" refers to both geographic communities and communities of interest:

- geographic communities i.e. people who identify with geographic areas
- communities of interest i.e. people who share a common history, culture, religion, experience or particular interest.

Community development strengthens individuals and groups to affect change in their own communities by engaging with others and building the skills and tools they need to bring about the desired change. A community development approach:

- involves individuals, families and communities in planning, direction setting, decision making and actions that impact on them
- builds the capacity of individuals, families and communities to address and find solutions to issues, and to set and achieve goals
- works collaboratively to achieve agreed outcomes

### **Child and young person centred**

A child and young person centred approach means that children and young people are:

- at the centre of the process
- treated with respect and dignity
- given appropriate opportunities to participate and to be listened to
- supported and involved in developmentally-appropriate ways
- recognized as experts on their own experiences
- given choices and involved in decision making
- supported within the family context to build skills and strategies for the future
- provided with opportunities to develop and strengthen their peer relationships

- supported to develop healthy identities and skills as young adults

### **Family focused**

A family focused approach:

- embraces the multiplicity of family types and situations
- requires workers to create a partnership with families, and work collaboratively with them
- includes family members in all decision making and planning activities at the level of participation they choose
- acknowledges the family members as the experts on their particular situation
- acknowledges families as the experts on their child's needs and abilities
- assists families to identify their strengths and build family resilience and resources
- involves families as participants in a continuous improvement processes

### **Prevention and early intervention focused**

Prevention:

- is underpinned by education and information
- employs activities and strategies that support and promote individual, family and community wellbeing
- builds capacity
- supports self reliance

Early intervention:

- responds to individuals, families and communities that have displayed early signs of a risk or problem
- aims to minimize the extent of intervention required
- focuses on strengthening resilience
- may include follow up support after an initial intervention has been provided

### **ENCIRCLE'S PRACTICE FRAMEWORK IS INFORMED AND GUIDED BY THE FOLLOWING OPERATING PRINCIPLES:**

#### **Social Justice**

Socially just practice is premised upon a commitment to access, equity, participation and rights for all members of the community, particularly those who are vulnerable or systemically marginalized, including but not limited to;

- children and young people
- women
- Aboriginal and Torres Strait Islanders
- those with mental health issues
- people who are homeless or at risk of homelessness
- unemployed people
- sole parent families

Implementing socially just practice means ensuring:

- everyone is informed about and has access to services regardless of education, religion, abilities, marital status, sexual orientation, health status, socio-economic status, gender, culture or other personal factors or life choices
- where necessary, strategies to promote and facilitate access and equity for identified/marginalised groups may be utilised
- all position descriptions include "Demonstrated understanding of, and commitment to the principles of Social Justice" as a selection criterion
- Encircle's workforce is appropriately skilled in cross cultural awareness
- work practices are inclusive, promote a sense of belonging, and contribute to an environment in which everyone feels respected and valued
- the organisation, staff and volunteers act fairly, in good faith and without bias

### **Professionalism**

Professionalism involves demonstrating a high standard of ethics and behaviour in all work activities:

- maintaining a commitment to best practice, innovation and ongoing learning and development
- maintaining personal and professional boundaries
- working in accordance with industry standards
- employing workers who are appropriately qualified

### **Integrity**

Integrity involves honesty, truthfulness and authenticity; it is demonstrated by consistency and methods:

- in the development of the organisational mission statement, policies and procedures
- by working in accordance with the mission statement, policies, procedures and funding body standards
- by engaging in self-reflective practice
- by declaring any conflict of interests
- by ensuring appropriate use of the organisation's resources

### **Transparency**

Transparency involves openness, communication and accountability and requires appropriate governance and reporting structures and systems, by ensuring:

- decision-making processes are based on consultation and collaboration i.e. people play an active part in decisions that will affect them
- rights, roles, responsibilities are explored and made explicit
- stakeholders understand the provisions (or boundaries) of privacy and confidentiality
- the right of individuals to access information relating to them

### **Respect**

Respect involves a high regard for people's intrinsic worth, their right to self determination, participation and inclusion; it is demonstrated by:

- recognizing people's potential

- honouring and valuing people's strengths and seeking to learn from them
- acknowledging people's right to safety and resources
- valuing people's uniqueness and diversity

### **Partnership**

Partnership involves cooperation and/or collaboration and may be informal or formal. We will work in partnership with the community, other organisations and funding bodies in order to best meet the needs of clients and the community, and to maximise resources. When working in partnership we will:

- ensure there is a shared purpose and agreed outcomes
- ensure there are defined roles, responsibilities and procedures
- engage in shared decision making processes
- encourage mutual learning by sharing resources, information, knowledge and networks
- work to maintain strong and positive relationships.

## **Organisational Model**

The Encircle Organisational Model can be found [here](#).

## **Strategic Directions and Objectives**

The Encircle Strategic Plan can be found [here](#).

## History

Encircle Ltd. (formerly the Pine Rivers Neighbourhood Association Inc.) was established in response to a public meeting called by the Pine Rivers Shire Council in 1987. Concerned citizens of Pine Rivers recognised the growing need within the shire for a service that could provide support for local families facing temporary distress and needing support and encouragement to take up again, their full participation in community life. These visionary community leaders recognised that the success of a society cannot be simply measured by economic indicators. They knew that priority should be given to the wellbeing of its citizens, particularly children and families trying to cope with life and all that it brings, good and bad.

In 2014, the Pine Rivers Neighbourhood Centre changed its name to Encircle and also moved to a 'Company Limited by Guarantee' structure. The change of name was needed as Encircle had sites in Kedron and Redcliffe and was now operating across the greater north Brisbane area.

## CEO and Leadership Team

The Chief Executive Officer and the Leadership team work together to implement best management practices, and promote cooperation; integration and continuity between the program areas. The Leadership Team is made up of:

- Redcliffe Services Manager – manages the Redcliffe Neighbourhood Centre and oversees the counselling services across the Pine Rivers Neighbourhood Centre and the Redcliffe Neighbourhood Centre;
- Corporate Services Manager – oversees Encircle's financial management and financial sustainability projects e.g. Riverstop Café, Community Garden; Information and Communications Technology Management; Property Management; No Interest Loan Scheme
- Executive Services Manager – manages Communities Programs of the Pine Rivers Neighbourhood Centre; Encircle's Policy, Procedure and Standards requirements; supports all aspects of Human Resources.
- Principal Solicitor – manages the Pine Rivers Community Legal Service
- Family Support Services Manager – manages the Greater North Brisbane Family Support Program across the Pine Rivers Neighbourhood Centre and the Young Parents Program.
- **Homestay Services Manager** – manages the Homestay Program across the Pine Rivers Neighbourhood Centre and the Redcliffe Neighbourhood Centre.

The CEO and the Leadership Team:

- Lead, direct and manage the operations of Encircle within a developmental framework, in collaboration with the Board
- Develop and maintain strategic relationships/partnerships to enhance community profile, ensure organisational sustainability and deliver targeted services that respond to community issues and needs
- Foster and sustain an organisational culture based on a team and strengths approach

## **Pine Rivers Neighbourhood Centre**

- Information, assessment and referral
- **Support access to emergency relief**
- Meals, showers and laundry for people experiencing homelessness
- Financial counselling
- Volunteering opportunities
- Adult Literacy
- Multicultural groups
- Venue hire at **seven** Moreton Bay Regional Council Halls as well as community spaces at Encircle Pine Rivers Neighbourhood Centre.
- Community Development Projects, Events and Resources.
- Community Garden
- Family Support Program – case management support for families with children under 18 years of age. The Family Support Service provides early intervention support to families to make changes and develop insight in the areas of parenting, family relationships and children’s needs and development where families may have been impacted by mental health issues, relationship breakdown, social isolation, or experiences of emotional or physical trauma.
- Homestay Program – support to maintain rental accommodation and brief interventions for people experiencing homelessness
- Counselling Services – generalist counselling, family therapy and specialised family violence counselling for individuals, families and couples
- Riverstop Café – all money raised from the Café goes back into services to support our communities.

## **Redcliffe Neighbourhood Centre**

- Information, assessment and referral
- Access to emergency relief
- Volunteering opportunities
- Community Development Projects, Events and Resources.
- Family Support Program - case management support for families with children under 18 years of age. The Family Support Service provides early intervention support to families to make changes and develop insight in the areas of parenting, family relationships and children’s needs and development where families may have been impacted by mental health issues, relationship breakdown, social isolation, or experiences of emotional or physical trauma.
- Older Person’s Action Program
- Counselling Services – generalist counselling, family therapy, specialised family violence counselling for individuals, families and couples.
- Homestay Program - support to maintain stable and suitable housing and brief interventions for people experiencing homelessness
- Community Garden

## **Pine Rivers Community Legal Service**



Pine Rivers Community Legal Service provides a free and confidential legal advice service:

- face to face legal advice. 1 hour appointments Monday to Friday, Walk in Service every Thursday evening.
- information and referral, including printed materials
- Assistance with the completion of various Do–It–Yourself Kits.
- Powers of Attorney documentation
- Community Legal Education sessions
- Domestic Violence Court Duty Lawyer Service - every week at the Pine Rivers Magistrates Court and together with Legal Aid, provide legal advice to alleged Perpetrators and Victims of domestic violence about their matter.
- Child Protections Duty Lawyer Service – weekly at the Pine Rivers Magistrate Court.

Outreach Legal Advice sessions are provided at:

- Bribie Island Neighbourhood Centre
- Redcliffe Neighbourhood Centre
- Family Relationships Centre Chermside
- Family Relationships Centre Strathpine

The collaborative partnerships with the Family Relationship Centres enable on site delivery of advice and drafting of consent orders.

## **Young Parents Program**

- Free service for young pregnant and parenting women who were 19 years and under at age of first pregnancy (up to age 23) and live in the Greater North Brisbane region.
- The primary aims of the program include improving pregnancy and birthing outcomes during the antenatal period and improving general health and social outcomes for mothers and babies for the first year in the postnatal period.
- YPP provide peer support group work and outreach case management to assist young mums and their families to access support, information, and referral services.

## **THE BOARD OF DIRECTORS**

Ultimate responsibility for the governance of Encircle rests with the Board. It is responsible for the oversight of the organisation, including input into, and approval of, policies and practices, strategy, management and operation. The Board is accountable to Encircle's members and other stakeholders for protecting and enhancing the overall interests of Encircle.

### **Key Responsibilities**

- Providing leadership to Encircle by guiding the development of an appropriate culture and values, and always acting in a manner consistent with the Code of Conduct.
- Working with management to develop, approve and implement corporate strategy.
- Approving and monitoring the annual budget, financial reporting and financial performance.
- Approving and monitoring major capital expenditure, investments, loans and grants.
- Selecting, appointing, managing, evaluating and removing the Chief Executive Officer (CEO).
- Delegating authority to the CEO, management and committees to ensure the effective day to-day management of the business.
- Approving the remuneration of the CEO and ensuring a succession plan is in place.
- Ensuring robust and effective risk management, compliance and control systems (including legal compliance) are in place and operating effectively.
- Reviewing and monitoring control and accountability systems.
- Overseeing the development and approval of policies.

### **The Different Roles of Board and Staff**

The Board makes major decisions on policy, strategic direction, long-term goals, employment, legal matters and finance. Operational decisions and the actual work of the service is the responsibility of staff, with the support of volunteers. These responsibilities are delegated by the Board to the staff at Board meetings and through position descriptions and policy. If the roles of Board and staff become blurred problems can occur; staff and Board members need to be very clear about their different responsibilities and lines of communication.

### **Expectations of Board Members**

All Board members of Encircle Ltd. are expected to:

- Attend Board meetings, each up to three hours.
- Read minutes, reports and any other papers necessary for the Board meetings in advance.
- Learn about the organisation, its structure, programs and services and staffing.
- Familiarize themselves with the Constitution and their legal, financial and employment responsibilities.
- Participate actively in decision making.
- Be loyal and supportive of the organisation at all times.
- Be supportive of staff.
- Be involved in committees and/or working groups and take responsibility for particular areas of work.

- Be prepared to attend functions sponsored by the organisation or to attend other functions as a representative of the organisation.
- Act as ambassadors for Encircle, developing and maintaining connections for the benefit of Encircle.
- Participate in planning for the future direction of the organisation.
- Sign and adhere to Encircle's Declaration of Confidentiality.
- Sign and adhere to Encircle's Code of Conduct.
- Sign an annual Statement of Commitment.

## Legal and Ethical Responsibilities

The Board is responsible for the establishment of the policies of Encircle. Members of the Board accept the responsibility of being able to read and understand all financial reports provided monthly by the Chairperson of the FARM (Finance, Audit and Risk Management) Committee.

The members of the Board owe the following duties to Encircle Ltd.

- to act *bona fide* in the interests of the organisation
- to exercise powers given to them for their proper purpose
- to retain their discretionary powers
- to avoid conflicts of interest
- to exercise care, diligence and skill

Failure to comply with the provisions of the Corporations Act or Regulations, or where fraud, misappropriation or dishonest dealing occurs, Board members may be criminally liable for their misdeeds under the Corporations Act. Encircle provides insurance for directors in the performance of the official duties associated with their Board or committee roles. This insurance does not apply in the case of fraud, misappropriation or dishonest dealing.

- Confidentiality

Board members, as volunteers of Encircle, are required to sign a Declaration of Confidentiality. Confidential information received by a Board member in the course of the exercise of Board duties must not be used or disclosed outside the board room, without appropriate authorisation.

- Code of Conduct

All directors are required to sign a Code of Conduct Related to Working with Adults, Children and Young People.

- Conflict of Interest

Directors must comply with Encircle's Conflict of Interest Policy and disclose any actual or potential conflicts of interest which may exist or might reasonably be thought to exist. Such conflicts will be recorded in the minutes of the meeting and be added to the organisation's Conflict of Interest Register.

If a Board director has a conflict of interest, then that director must absent her or himself from the meeting when matters related to the conflict are discussed. However, where the Board passes a resolution that identifies the director, the nature and extent of the director's interest and clearly states that the remaining Board members are satisfied that the interest

should not disqualify the director, then that director can take part in discussions and voting involving the conflicting interests.

## **Risk Management**

The Board is responsible for reviewing and overseeing systems of internal control and risk management. In identifying areas of significant business risk and putting in place arrangements to manage those risks, the Board relies on the advice and expertise of the Finance Audit and Risk Management committee and of management.

Encircle's Risk Management Policy and Procedure provide a framework to identify and manage risks and are designed to ensure efficient operations and compliance with legal and other obligations. Risks are identified by examination of operations and activities by the Board, management and staff.

Risk exposure and control mechanisms are presented to the Board, together with mitigation and improvement strategies. Regular monitoring of risks and risk management is conducted by the Finance Audit and Risk Management committee and management. Material risks and major areas of risk are reviewed by the Board on a regular basis and preventative or remedial action taken where necessary.

The Finance Audit and Risk Management committee also assesses internal controls and looks at relevant legislative and compliance requirements to ensure they are being managed.

## **Office Bearers**

Within the Board there are four key positions. These are the office bearers: Chairperson, Vice- Chairperson, Secretary and Chairperson of the FARM. Together they are called the Executive. The whole Board meets monthly. The executive normally meets in the week before the Board meeting to finalise the agenda and prepare for the Board meeting. The Executive may meet more frequently if necessary or in an emergency.

Each office bearer has a series of important and key tasks. Each office bearer is accountable to the Board and ultimately to all the members of the organisation. The full Board, not individual members, make all decisions. Each Executive member should become familiar with the sections of Encircle's Constitution and the sections of and Corporations Act which pertain to their specific executive position. Below is a brief overview of the key tasks associated with the positions.

Below is a summary of the primary purpose of the various roles of office bearers and ordinary board members. Full Position Descriptions, outlining key responsibilities, duties and other requirements are provided as attachments to this Charter, and are to be read in conjunction with this document.

*Chairperson:* To provide leadership to Encircle Ltd, and ensure that the organisation operates effectively overall, accountable to members and fulfilling its legal and ethical requirements.

*Vice-Chairperson:* To act as a delegate for the Chairperson, play a leadership role in Encircle Ltd, and ensure that the organisation operates effectively overall, accountable to members and fulfilling its legal and ethical requirements.

*Secretary:* To maintain the records of Encircle Ltd. and comply with the reporting requirements of ASIC (Australian Securities and Investments Commission). To ensure that the organisation operates effectively overall, accountable to members and fulfilling its legal and ethical requirements.

*Chairperson of the FARM:* To oversee the financial affairs of Encircle Ltd, and keep the Board informed about the organisation's finances. To ensure that the organisation operates effectively overall, accountable to members and fulfilling its legal and ethical requirements.

*Board Member (ordinary):* To participate in the governance of Encircle Ltd, to ensure that the organisation operates effectively overall, accountable to members and fulfilling its legal and ethical requirements.

## **Committees and Working Groups**

Committees and working groups are a productive method to get Board work done quickly and efficiently. Each committee will be chaired by a delegated Board member. Committees and working groups are responsible to the full Board. In practice, this means that appropriate documentation, meeting notes or reports are presented regularly at Board meetings.

Terms of Reference for committees are included in the organisation's policy and procedures manuals. Board working groups are normally established for specific tasks, which will be recorded in Board minutes. Current committees are the Finance Audit and Risk Management Committee, the Governance and Nominations Committee, the Business Development Committee **and the Policy Review Committee.**

- Finance Audit and Risk Management Committee

The Finance, Audit and Risk Management (FARM) Committee is responsible for overseeing the processes that guide Encircle's finance, audit and risk management processes, property management, information management, and workplace health and safety.

The FARM Committee will develop, monitor and review policy and related documents in the areas for which it is responsible. All documents will be developed and reviewed in accord with Encircle's mission and operating principles, ethical obligations, and relevant legislation.

The FARM Committee will review all policy and related documents for which it is responsible on an annual basis, or more frequently if required. Input and feedback from staff and volunteers will be sought, as appropriate.

- Governance and Nominations Committee

The Governance and Nominations Committee is responsible for overseeing the processes that ensure Encircle has an effective professional Board of Directors, a Chief Executive Officer with appropriate delegations to achieve the vision of the Board, and a skilled and supported team of staff and volunteers.

The Governance and Nominations Committee will develop, monitor and review policy and related documents in areas for which it is responsible. All documents will be developed and reviewed in accord with Encircle's mission and operating principles, ethical obligations, and relevant legislation.

The Governance and Nominations Committee will review all policy and related documents for which it is responsible on an annual basis, or more frequently if required. Input and feedback from staff and volunteers will be sought, as appropriate.

- **Business Development Committee**

The Business Development Committee is responsible for overseeing the processes that guide the promotion and marketing of Encircle's existing businesses and client services, and for seeking opportunities for other businesses and services that will contribute to Encircle's financial sustainability, its reach and reputation, and the range of services and supports provided to clients.

The Business Development Committee will develop, monitor and review policy and related documents in the areas for which it is responsible. All documents will be assessed, developed and reviewed in accord with Encircle's mission and operating principles, ethical obligations, and relevant legislation.

The Business Development Committee will review all policy and related documents for which it is responsible on an annual basis, or more frequently if required. Input and feedback from staff and volunteers will be sought, as appropriate.

- **Policy Review Committee**

The Policy Review Committee is responsible for overseeing the review and development of Encircle's policies, as per the Policy Schedule. The Policy Review Committee will develop, monitor and review policy and related documents in accordance with Encircle's mission and operating principles, ethical obligations and legislation.

## **Remuneration of Directors**

Directors give their services free of charge and are not provided with remuneration or retirement benefits.

## **Other Reference Material**

You are invited to peruse the following documentation, available from the CEO.

- 2017 – 2020 Strategic Plan and Operational Plans
- Policy and Procedure Manuals
- Membership Register
- Budgets
- Minutes
- Annual Reports

## CODE OF CONDUCT/AGREEMENT

### Working with Adults, Children and Young People

In line with the Practice Framework Policy and the Child Protection Policy of the organisation, Encircle Ltd is committed to establishing and maintaining a safe, friendly environment for adults, children and young people. This code of conduct applies to all staff and volunteers.

#### AS A STAFF MEMBER/VOLUNTEER AT ENCIRCLE I WILL:

1. remember at all times that I am a role model;
2. use language and topics of conversation appropriate to the situation;
3. respect the diverse and special needs of people;
4. refrain from any physical contact with a person unless it is strictly necessary - for example, where the person is injured;
5. always work in an open environment, avoiding unobserved situations;
6. use positive reinforcement rather than criticism, competition, or comparison when working with children and young people;
7. not engage in social relationships with clients outside of my assigned role;
8. not make sexually suggestive, sexist or racist comments to, or in the presence of, adults, children and young people;
9. not use obscene language in communication with, or in the presence of adults, children and young people;
10. not smoke or use tobacco in the presence of children and young people;
11. not use or be under the influence of alcohol or drugs while performing my role;
12. report any suspected abuse of children and young people to my supervisor/Team Leader immediately;
13. neither accept expensive gifts from adults, children/young people nor give expensive gifts to them;
14. not use any form of physical discipline or any other discipline that frightens or humiliates children and young people;
15. not invite children/young people for overnight stays under any circumstances;
16. not do for children and young people anything of a personal nature that they can do for themselves.

**Having read and understood the above I agree to uphold the Code of Conduct and all Policies and Procedures of Encircle, in relation to working with adults, children and young people and understand that any action not consistent with this Code of Conduct may result in termination of my employment and/or referral to police.**

\_\_\_\_\_ Printed Name

**Address: 865 Gympie Road  
Lawnton Q 4501**

\_\_\_\_\_ Signature

\_\_\_\_\_ Witnessed by

**Tel: (07) 3889 0063**

**Fax: (07) 3285 1531**

\_\_\_\_\_ Date

**Email: Encircle@Encircle.org.au**

## ANNUAL STATEMENT OF COMMITMENT

### As an elected Encircle Ltd Board member I will:

- Upon election, attend and participate in a Board orientation day as part of the Board induction process to learn about the organisation, how it works, programs and staff.
- Attend monthly Board meetings, each up to three hours.
- Observe the rules of Encircle Ltd Board and when unable to attend, send apologies.
- Read minutes, reports and any other papers necessary for the Board meetings in advance.
- Participate actively in decision making.
- Familiarise myself with important Encircle Ltd. documents e.g. Constitution, policies and procedures, strategic plan.
- Be loyal and supportive of the organisation and staff at all times.
- Be involved in steering groups as required and take responsibility for particular areas of work.
- Be prepared to attend functions sponsored by the organisation or to attend other functions as a representative of the organisation.
- Participate in planning for the future direction of the organisation
- Only communicate for Encircle Ltd. on behalf of the Board when authorised by the Board and refer any media communication to the Chairperson or CEO.
- Promote Encircle Ltd. in accordance with its mission, vision and goals.
- Acknowledge that I am volunteering my skills as a private individual and that my attendance at meetings will be in my own time, and I expect no recompense Encircle Ltd. At all times consider and actively protect the privacy of other Board Members and this organisation's good standing in the community. I will not discuss events which take place during Encircle Ltd. meetings or the decisions made while on Board.
- Declare my concerns if my position should conflict with Encircle Ltd best interests in relation to any issue which may arise during any Board meeting.
- Respect a client's rights to privacy in accessing Encircle Ltd. Maintain strict confidentiality with regard to any/all information or matters regarding clients I may hear, discuss or have access to in the course of my role as a Board member.
- Ensure that the organisation's governance and management processes promote the principles and requirements of the Child Protection Act 1999, including that the safety, wellbeing and best interests of the child are paramount.

_____	Name	<b>Address:</b>	<b>865 Gympie Road Lawnton Q 4501</b>
_____	Position		
_____	Signature	<b>Tel:</b>	<b>(07) 3889 0063</b>
_____	Date	<b>Fax:</b>	<b>(07) 3285 1531</b>
		<b>Email:</b>	<b>Encircle@Encircle.org.au</b>



## ATTACHMENTS

- Constitution – the Encircle Constitution can be found [here](#)
- Board Position Descriptions
- Board Code of Conduct