



The Buddhist Society of Western Australia (Inc.)

www.bswa.org

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Buddhist Society of WA Letter of Appointment to Committee

Date written: 14th July 2020

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Date approved: 16/08/2020

Approved by: Stephen Connell (Operations Manager), Full Committee

Review Date: 01/12/2021

Bodhinyana Buddhist Monastery

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[Name]

[Address]

[Date]

Dear [new committee member name],

Congratulations on your appointment as a committee member of The Buddhist Society of Western Australia Inc (BSWA). As [committee member title] this letter serves as a notice of your appointment to the committee. Please read the Roles and Responsibilities of each committee position, including your own, to understand each person's role in governing the BSWA.

In your role, you have a special opportunity to contribute to the work and life of the BSWA. Being a BSWA committee member can be challenging at times, but it can also be a rewarding way to help the BSWA achieve its charitable purpose.

As a member of the BSWA committee of a charity registered with the Australian Charities and Not-for-profits Commission, you have duties and ethical and legal responsibilities that come with your role.

The BSWA is also governed by State law. Review the provided WA Guide for Incorporated Associations for more information on these laws and rules.

The ACNC governance standards set core, minimum governance standards that all charities must meet. Governance standard five requires that charities take reasonable steps to make sure that the members of their governing body know and understand their legal duties and carry out their duties. These duties generally require you to be careful and conscientious in your role and to act with common sense and integrity.

The duties are:

- **To act with reasonable care and diligence.** You must exercise your powers and duties with the care and diligence that a reasonable person would if they were in your place.
- **To act in good faith in the best interests of the charity and for a proper purpose.** When acting as a board member you must make decisions that are in the best interest of the charity and to further its charitable purpose.
- **Not to improperly use information or position.** Any special knowledge that you gain as a committee member must only be used for the benefit of the charity and never to further personal or other interests. Similarly, you must not use your position

to improperly gain an advantage for yourself or someone else, or cause detriment to the charity.

- **To disclose conflicts of interest.** If your duty to act in the best interests of the charity is in conflict with (or may conflict with) your personal interests you must disclose this responsibly. Under the BSWA's Conflict of Interest policy, you are required to disclose any conflicts of interest upon your appointment to the committee and advise the committee during each meeting if one has arisen. Refer to the Conflict of Interest Policy for more information.
- **To ensure that financial affairs are managed responsibly.** Ensure that there are systems and processes in place that ensure that the charity's resources are being effectively put towards the charity's charitable purpose and are protected from misuse. Refer to the BSWA's financial policies and the ACNC's published guide, *Managing Charity Money*, for more information on your obligations as a committee member.
- **Not to allow the charity to operate while insolvent.** You must ensure that the charity can pay its debts when they are due or will become due and that it does not continue to operate if it cannot pay its debts.

Knowing and carrying out your duties as a committee member helps BSWA to carry out its charitable purpose and protects its resources against misuse. You can find more information about the duties of those who manage charities on the ACNC's website (www.acnc.gov.au) or in the ACNC's guide *Governance for Good*. The Governance for Good guide is required reading for all committee members.

If you have any concerns about meeting these duties, talk to a member of the Executive Committee, the Operations Manager, or contact the ACNC for information. Remember that there are resources available and people who can help you to better understand and meet your duties.

Congratulations again on your appointment as a committee member of the BSWA. Thank you for donating your time and expertise.

May the Dhamma be our Guide.

Regards,

[Name]

President B.S.W.A (Inc.)