Board Handbook

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Adopted by	Board
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1. Introduction

A very warm welcome to Gippsland Women's Health.

Gippsland Women's Health (GWH) is the lead organisation for women's health promotion and prevention, gender equity, and prevention of violence against women in Gippsland. GWH leads a range of activities, leads major projects related to our strategic objectives and provides learning and development and professional and consulting services in relation to gender equity initiatives.

We are a for purpose, not-for-profit community-based Association administered by a Board of Management, run by women for women in Gippsland. GWH receives funding through the Victorian State Government Women's Health program for health promotion and prevention activities and receives grant-based project funding through both State and Federal government streams and philanthropic organisations.

Our organisation is underpinned by a feminist framework that acknowledges a range of perspectives and is committed to the principles of choice and equity for all women. We believe in the right of women to make informed choices in all aspects of their health and safety, to encourage cooperation and skill sharing amongst women and we acknowledge the diversity of women's experiences.

GWH Strategic vision is a Gippsland where women and girls are safe, informed, well and healthy and our strategic purpose is to work across communities informing, influencing, and supporting positive change and improving opportunities for all women and girls in Gippsland.

GWH is working for a Gippsland that has:

- Freedom from Violence by leading initiatives through training, resources and building strong partnerships
- Gender Equity by providing consulting, training and advice.
- Positive health outcomes of Women and Girls by providing expert, rigorous information, education and training and resources including sexual and reproductive health, periods, pregnancy, miscarriage, menopause, health screening, contraception, abortion, endometriosis and PCOS (Polycystic Ovary Syndrome)
- Safety for Women and Girls by providing information, education, training and resources about safety including on-line safety, consent and respectful relationships
- Wellbeing for Women and Girls by providing and sharing information and resources about psychological well-being and healthy living and providing education and training to improve health literacy.

GWH are as committed to our team as we are to the women and girls of Gippsland and it is important to us that all Board members understand and share our vision, purpose and the principles of our work.

1.1. Acknowledgement of Country

Gippsland Women's Health acknowledges Aboriginal and Torres Strait Islander people as the Traditional Owners of Country and pay our respects to Elders past and present. We acknowledge the Gunaikurnai and Bunurong as the Traditional Owners of the land and waters now known as Gippsland and acknowledge that they have never ceded sovereignty.

1.2. GWH Statement on Treaty in Victoria

Treaty is an important step towards self-determination for First Nations. First Nations communities know best that:

- Creating local solutions will change lives. Treaty will bring about real, meaningful change for Aboriginal Victorians and improve their health and wellbeing.
- Treaty is an opportunity for diverse voices to collectively build a more inclusive State where all Victorians can thrive.

As a First Nations ally, GWH strongly supports the Victorian Treaty. We stand with the Victorian Aboriginal Community Controlled Health Organisation (VACCHO), the First Peoples' Assembly of Victoria and others in our commitment to Treaty.

1.3. Acknowledgement of Gendered Violence

GWH acknowledges the women and children who have died as a result of gendered violence. GWH also acknowledges those individuals who have been traumatised as a result of family and gendered violence, and the families, friends, communities and workplaces who have been impacted by these devastating crimes. We commit to continued efforts to eliminate gendered and family violence across Gippsland through building the capacity of individuals, communities and workplaces to respond and prevent violence.

2. Scope

This Handbook applies to all Board members of GWH, including any casual Board members.

3. About Gippsland Women's Health

3.1. Our History

Inspired by changing times and a desire for a women's health service run for women by women in Gippsland, funding was secured to develop a proposal for a women's health service. Under the banner of the Gippsland Women's Health Project, consultations commenced across Gippsland in January 1991 and concluded in September the same year, which then saw the first allocation of funds for Gippsland Women's Health Service.

Over some 30 years, Gippsland Women's Health has been responsible for some significant milestones for gender equality and women's advocacy in Gippsland including gendered violence prevention campaigns, gender equality and gendered violence prevention major projects and significant health promotion activities focussed on sexual and reproductive health, mental health and well-being and women in a changing environment.

3.2. Our Organisation Today

From small but mighty beginnings in 1992, Gippsland Women's Health continues to provide access to information and education and learning and development along with health promotion activities and advocacy to reduce barriers and promote the health, safety and wellbeing of Gippsland women and girls.

Gippsland Women's Health serves as the primary service and advocate for women's health promotion, gender equity and gendered violence prevention across the Gippsland region. The organisation is dedicated to enhancing the health, well-being, and autonomy of women by promoting gender equity, improving equitable access to contemporary health services and actively working to prevent violence against women in Gippsland.

3.3. Our Board and Constitution

Gippsland Women's Health is governed by our voluntary Board of Management, to which the CEO directly reports. The Gippsland Women's Health Board is comprised of a vast ranging, diversely skilled and experienced group of women. The Board is responsible for strategic direction, regulatory compliance and effective governance of GWH. The Board and our Constitution inform our vision, objectives and strategy. This vision is operationalised by our CEO, our programs and projects, and our multi-skilled teams across Gippsland.

To learn more about our Board and its members, or for a copy of our Constitution please visit www.gwhealth.asn.au/our-board/.

GWH is a for purpose not-for-profit organisation (charity) funded to deliver health promotion and prevention of gendered violence activities across the Gippsland region, with extensive experience in the delivery of health promotion activities. As a non-profit incorporated association, we welcome eligible individuals to participate as 'Members' to help inform our work and decision making. Eligible Individual Members can be nominated to a position on the Gippsland Women's Health Board and may be elected to this decision making body as part of our election process.

3.4. Our Members

In 2023, our Board and team reviewed the GWH Association Membership tiers with a view to ensuring a more contemporary and accessible membership framework. Our amended Constitution now provides a range of membership options including:

- **Individual member –** Any person who identifies as a woman and supports the purposes of the Association is eligible for individual membership and eligible to vote or stand for election for Board positions
- **Associate member –** staff (including auspice organisations) employed by the organisation are eligible for Associate membership but do not have the right to vote or stand for election for Board positions
- **Associate member –** any person who supports the objectives of the organisation is eligible for Associate membership but does not have the right to vote or stand for election for Board positions

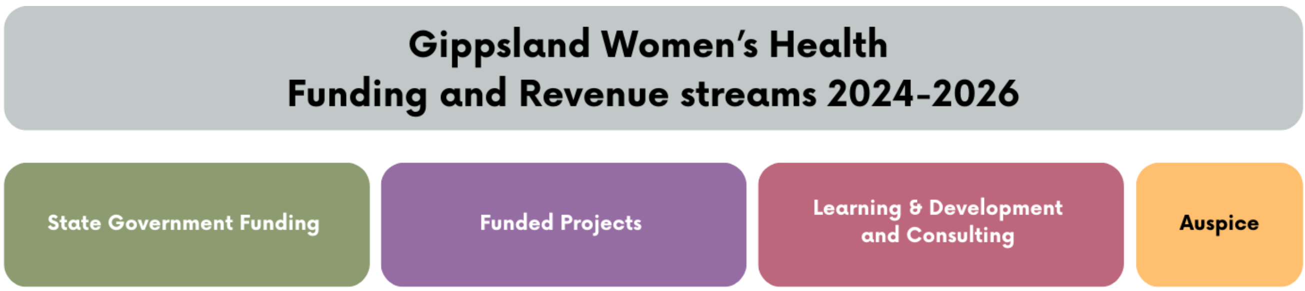
- **Organisational member –** any organisation whose purpose supports gender equality, women's health and safety or other women's interests and supports the purpose of the Association. Organisation members do not have the right to vote or stand for election for Board positions.

3.5. Our Work and Services

GWH is working for a Gippsland that has:

- **Freedom from Violence:** By leading initiatives through training, resources and building strong partnerships.
- **Gender Equity:** By providing consulting, training and advice.
- **Positive Health Outcomes for Women and Girls:** By providing expert, evidence based information, education, training and resources for sexual and reproductive health, periods, pregnancy, miscarriage, menopause, health screening, contraception, abortion, endometriosis and Polycystic Ovary Syndrome (PCOS).
- **Safety for Women and Girls:** By providing information, education, training and resources about safety, including on-line safety, consent and respectful relationships.
- **Optimal Wellbeing for Women and Girls:** By providing and sharing information and resources about psychological well-being and healthy living and providing education and training to improve health literacy.

3.6. Our Funding and Revenue Streams



3.7. Our Responsibilities

We are committed to ensuring that in all of our dealings with our employees, clients, stakeholders and the community, we meet our legal responsibilities and support the underlying statutory principles by:

- fostering and valuing diversity, equity and inclusion
- ensuring fair treatment for all
- respecting and upholding human rights.

All Board members, employees and others working within or for GWH are asked to:

- treat our colleagues, clients and stakeholders fairly, equitably, reasonably, with respect and in line with GWH's values and principles
- gain a basic understanding of the principles of diversity, equity and human rights at work
- understand and respect their own diversity and that of their manager, colleagues and external stakeholders
- actively contribute to our approach to diversity, equity and human rights at work.

Board Directors, CEO and leaders within GWH have the responsibility to:

- act as role models of appropriate behaviour demonstrating inclusive, consistent and fair management practices at all times
- model and promote GWH's values and principles at all times in the course of their work
- assist in achieving GWH's organisational outcomes and continuous improvement by recognising and capitalising on diversity within the workplace
- possess an understanding of and display an active commitment to the principles of managing diversity, equity and human rights at work
- incorporate the principles of diversity, equity and human rights in all decision making, planning and performance related processes
- ensure that employees under their management gain an understanding of the basic principles of diversity, equity and human rights, and that those principles are observed in work related situations
- encourage their employees to actively contribute to our approach to diversity, equity and human rights at work
- ensure that they and employees under their management comply with relevant equal opportunity laws and uphold human rights in their work related activities
- ensure the work environment under their management is free from unlawful activity - discrimination, harassment, bullying and victimisation.

4. Code of Conduct

This Code of Conduct sets out the ethical standards and behaviours expected of GWH Board members in governing GWH.

GWH Board members shall:

- Ensure there is appropriate separation of duties and responsibilities between Board governance matters and operational matters, which are the purview of the CEO
- Regularly participate in a review of their own performance to ensure an appropriate and ongoing contribution to the Board's work, deliberations and decision making.

4.1. Principles & Conduct

1. Commitment

When acting in their capacity as a GWH Board Director, all members will, at all times:

- Commit to the fulfilment of the organisations' values, objectives and purpose
- Promote the interests of the organisation

2. Compliance

All members of the GWH Board are expected to govern within the rules of the GWH Constitution and organisational policies and procedures to ensure the organisation is:

- Managing risks and potential risks effectively
- Observing sound financial practices and meeting its financial obligations
- Meeting legal and regulatory compliance to the best of their ability

3. Conflicts

All members of the GWH Board shall act appropriately in their capacity as Board Director to manage any real, perceived or potential conflict of interest by:

- Not placing their own interests or those of any other person or body, before the interests of the organisation
- Not entering into any financial relationship that may present a conflict of interest without GWH Board approval, that is subsequently represented in Board minutes
- Not behaving in a way that could bring the organisation into disrepute
- Abiding Board decisions once they have been confirmed and endorsed

4. Confidentiality

All members of the GWH Board shall behave in a way as to ensure the privacy and confidentiality of the organisation by:

- Preserving the confidentiality of GWH business
- Protecting the privacy of GWH employees, consumers and stakeholders
- Abiding by the organisations privacy and confidentiality policies and procedures

5. Conscientiousness

All members of the GWH Board are expected to undertake their Board Director role fully and without reservation including:

- Exercising their independent judgement on the issues before them
- Providing themselves with information from within and without the organisation that is necessary to support the exercise of their judgement
- Investing the time and effort required to fulfil the requirements of a Board Director role by reading information and materials provided, participating fully in meetings and carrying out duties assigned by the organisation

6. Communication

All members of the GWH Board shall ensure effective communication by:

- Engaging in professional development opportunities so as to maintain a sound level of knowledge of the organisation and the skill base regard to oversee the affairs of the organisation effectively
- Positively communicate the organisations values, objectives and purpose
- Ensure that individual Board Directors views are given due consideration
- Ensure Board meetings are conducted in a way that ensures full and fair participation of all Board Directors
- Interacting with other Board Directors, the CEO and employees in a positive, respectful and constructive manner

7. Community

All members of the GWH Board shall ensure they represent the organisation respectfully, fairly and without prejudice by:

- Observing and promoting the human rights of any person associated by the work of the organisation
- Opposing prejudice, addressing disadvantage and promoting diversity in all aspects of the governance and management of the organisation
- Treating all Board colleagues, employees, consumers and stakeholders with courtesy and respect

5. Onboarding

GWH is committed to providing a robust and comprehensive onboarding for all new Board members, to ensure that they have a clear understanding of their governance role and responsibilities with the organisation.

5.1. Forms

All incoming Board Directors are required to complete and submit all relevant forms and disclaimers prior to attendance at their first Board meeting as outline in Section 5.4 and Section 6 of this policy.

The CEO, or their delegate, is responsible for ensuring that all required forms are completed and returned prior to the Board member attending their first Board meeting.

- Board Member Contact Details
- Conflict of Interest Disclosure
- Responsible Persons (ACNC)
- Privacy, Confidentiality and Security Agreement

Once these forms have been returned the CEO, or their delegate, will ensure the following are completed:

- Providing new Board members access to all Board IT platforms, including but not limited to, the Portal and the Microsoft Office suite
- Adding the new Board member to any relevant GWH internal email groups or other automatic distribution lists
- Addition of the new Board member's details from any public locations, such as the GWH website, as appropriate
- Notify Consumer Affairs Victoria of the new Board members within 14 days of their commencement
- Notify ACNC of the new Board members and have the Board members name added to the Responsible Persons list for GWH within 60 days of their commencement

5.2. Before the First Board Meeting

Prior to attendance at the first Board meeting, the GWH Chair (or delegate) will arrange to meet with the new Board member to provide an opportunity for general discussion regarding Board operations.

This meeting will be by mutual agreement and may be face to face or via a virtual platform.

The Board Chair will ensure the new Board member:

- Has a general knowledge of GWH's purpose and work
- Has access to relevant governance policies, procedures and strategic documents

- Is advised of meeting times and processes

The new Board member is also welcome to meet with the CEO, if they do not attend the above meeting, to provide general information about the operations of the organisation.

5.3. Orientation Materials

The new Board member will be provided with access to the following orientation materials, via the Staff Portal:

5.3.1. Governance documents

- GHW Constitution
- Organisational Structure
- Calendar of Obligations
- Risk Register and Risk Management Framework
- Minutes of previous two Board meetings including financial reports
- Annual Reports and Financial Reports from previous two years
- Strategic Plan

5.3.2. Policies and Procedures

Board members will have access to all current GWH policies and procedures via the Portal. All new Board members must acknowledge that they have read, understood and will comply with the following policies within 6 weeks of commencing with GWH. This acknowledgement is to be done by copying the wording in Appendix 1 below, and emailing it to the CEO.

- Board Handbook
- Child Safety and Wellbeing Policy
- Conflict of Interest Policy
- Delegation Authority Schedule
- Financial Management Policy
- Grievance Policy
- Privacy Policy
- Related Party Transaction Policy
- Safe and Respectful Workplace Policy

5.3.3. Training and Development

- Finance Training package
- Risk Management Training package
- Governance Training package

5.3.4. Other

- Employee Assistance Program (EAP) details
- Contact details for Board members, CEO and CEO Executive Assistant
- A glossary of key terms and acronyms

5.4. External Information

There are a range of valuable resources available external to GWH to assist Board Directors in understanding their roles and responsibilities. These include but are not limited to the following:

- Australian Charities and Not for Profit Commission
- Institute of Community Directors Australia (ICDA)
- Australian Institute of Company Directors (AICD)
- Justice Connect Not for Profit Law
- Association Incorporation Reform Act 2012 (Vic)

6. Roles & Responsibilities

Board members are accountable for the overall performance of the organisation, however they do not act in an operational function. Power of Board members, responsibilities and accountabilities are granted and assigned under the Associations Incorporation Reform Act (2012) and the GWH Constitution.

6.1. Board Role

As described by the Australian Institute of Company Directors (AICD) the role of the Board is to supervise the organisation's business in two broad areas:

1. **Overall business performance** - ensuring the organisation develops and implements strategies and supporting policies to enable it to fulfil the objectives set out in the organisation's constitution. The board delegates the day-to-day management of the organisation to the CEO and supports management through the CEO.
2. **Overall compliance performance** - ensuring the organisation develops and implements systems to enable it to comply with its legal and policy obligations (complying with statutes such as the Corporations Act 2001, adhering to accounting standards, meeting

funding and service agreement requirements) and ensure the organisation's assets are protected through appropriate risk management

Board members have legal, regulatory and fiduciary duties including:

- Ensuring the financial affairs are managed responsibly and the organisation remains solvent for 12 months ahead
- Carrying out their duties with care and diligence
- Carrying out their duties in good faith in the best interests of the association, and for a proper purpose (not, for example, their own profit)
- Not use information acquired through their position for personal advantage, the advantage of others, or to the detriment of the association.

If an office holder makes a business decision relating to the operation of the association, they must, among other things:

- make that decision in the best interests of the association
- declare any conflicts of interest and not have a personal interest in the decision

6.2. Board Responsibilities

Responsibilities of Board members include:

- Ensuring the financial robustness of the organisation
- Driving the strategic direction of the organisation
- Appointing and managing the performance of a suitable CEO and succession planning for the CEO
- 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 refining a system of good governance that is appropriate for the organisation
- Reviewing regular reports and monitoring the performance of the organisation
- Ensuring the Board's structure and composition is appropriate for the organisation
- Appointment of Board sub-committees including development and review of Terms of Reference
- Ensuring the organisations meets its legal and regulatory obligations as due

6.3. Board Position Responsibilities

6.3.1. Board Members

- Regularly attends Board and subcommittee meetings
- Stays informed about Board and subcommittee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
- Participates in professional development necessary to undertake the role of Board director, including compulsory internal Finance and Risk Training
- Builds a collegial working relationship with other Board members that contributes to robust decision making
- Is an active participant in the Boards annual evaluation and strategic planning efforts
- Understands and approves the organisation's annual financial statements

6.3.2. Board Chair

In addition to the responsibilities outlined for general Board Members, this position:

- Provides leadership to Board members including:
  - Chairs Board meetings
  - Encourages the full Board's role in strategic planning
  - Helps guide and mediate Board actions with respect to organisational priorities and governance concerns.
- Provides leadership to the CEO
- Develops meeting agendas with the CEO

6.3.3. Deputy Chair

In addition to the responsibilities outlined for general Board Members, this position:

- Performs Chair responsibilities when the Chair cannot be available
- Participates closely with the Chair, CEO and relevant subcommittees to develop and implement Board succession planning

6.3.4. Treasurer

In addition to the responsibilities outlined for general Board Members, this position:

- Provides oversight of finances of the organisation in consultation with the CFO
- In consultation with the CEO and Finance sub-committee members, recommends the annual budget to the Board for approval
- Ensures development and board review of financial policies and procedures in consultation with CEO and Finance sub-committee member

- Ensures an external financial audit is prepared well in advance of the AGM for consideration and recommendation by the Board

6.3.5. Secretary

The Secretary may delegate the administration of their responsibilities and duties to the CEO via the Delegations Authority Schedule. However, the Secretary retains ultimate accountability for the proper discharge of the Secretary's duties and for GWH complies with its legal and statutory obligations under the Constitution and the Associations Incorporation Reform Act 2012 (Vic).

Under the Association Incorporations Reform Act, the Secretary is the legal primary contact for the organisation and has responsibility for ensuring:

- Forms and documents are submitted to Consumer Affairs Victoria including the Annual Statement and Annual Audited Financial Statement
- Oversight of the administrative functions of the Board such as minutes and receipt of correspondence addressed to the Board
- Oversight of membership including accurate record keeping
- Constitutional obligations including:
  - Oversight of access to membership records
  - Oversight of member disciplinary process with the Board Chair
  - Receiving requests from members for Special General Meeting
  - Ensuring adequate notice is given of the Annual General Meeting and any Special General Meeting
  - Access to the organisational Common Seal stamp where required
  - Oversight of the application to the Registrar for changes/amendments to Constitution

6.3.6. Board Subcommittee Chair

Each Board Subcommittee Chair sets the tone for Subcommittee work and:

- Reporting to the full Board on the Subcommittee's decisions and recommendations
- Working with the CEO to set meeting agendas, chair meetings effectively, and ensure the timely preparation and distribution of papers and minutes
- Facilitating open, constructive discussion and ensuring all members have the opportunity to contribute
- Monitoring the implementation of agreed actions and following up on outstanding matters

7. Professional Development

GWH acknowledges that professional development of both Board members is integral to the achievement of the organisation's mission and continuous improvement in the quality of service to the community. Board members are encouraged to take up opportunities to continually improve their Governance skills and knowledge base in order to enhance their role as a GWH Board member.

7.1. Training Delivered by GWH

GWH may deliver internal training sessions for Board members on a range of relevant topics to support ongoing capability. This will include, at a minimum, an annual refresher covering key areas such as finance, governance and risk management, ensuring Board members maintain a current understanding of their responsibilities and GWH's operating environment.

7.2. External Training Opportunities

Professional Development may include participation in courses, support for research or project work, attendance at conferences, seminars and networking opportunities, as well as engagement in coaching and mentoring programs.

Board members are welcome encouraged to share external Professional Development opportunities with the Board Chair for consideration.

Professional Development opportunities will be reviewed by the Board Chair and / or the CEO and presented to the Board for consideration.

Budget considerations will be taken into account when determining the capacity to support Board member participation in any Professional Development opportunities.

Decisions regarding attendance at Professional Development will be made through formal Board meeting processes.

8. Retirement / End of Terms

8.1. Resignation

Where a Board member decides to resign from the Board they are to submit their intention to the Board Chair in writing, stating the date of effect of their retirement.

If the retiring Board member would also like to resign their membership of GWH, then they should include this in their resignation.

8.2. End of Term

Board members elected at an AGM are elected for a three-year term for a maximum period of six years, being two consecutive three-year terms.

Where a Board member has reached the end of their maximum period of six years there is no need for them to submit their resignation in writing, it will be taken as automatic on the day of the AGM in the final year of their terms.

8.3. Retiring Board member responsibilities

8.3.1. Confidentiality

A Board member's duty to maintain confidentiality continues even after their term on the Board has ended.

Even after leaving the GWH Board members must not:

- Disclose any confidential or sensitive information, documents or discussions
- Use GWH information for other purposes than those for which it was provided
- Exploit knowledge gained during their time on the GWH Board for personal benefit, or in any way which could harm GWH

Retiring Board members must reread their signed copy of the Confidentiality Agreement to ensure they understand and comply with responsibilities that apply to former Board members.

8.3.2. Returning GWH equipment and information

Retiring Board members must return any:

- Equipment that was issued to them by GWH, including but not limited to items such as laptops, printers, keys and credit cards.
- Emails, documents, or other correspondence, whether in electronic or hard copy, that relate to Board activities, discussions, decisions or other GWH business, unless asked by GWH to permanently delete these items.

8.4. Acknowledging Retiring Board members

The Board Chair will formally acknowledge, in writing, the Board member's decision to retire or the end of their terms and their service to GWH and the Board.

The Board Chair will also offer the Board member an opportunity to give feedback on their experience as a Board member.

The above correspondence must also remind retiring Board members of their duty to maintain confidentiality that continue post Board membership.

Draft wording for the formal acknowledgement can be found in Appendix 2 below.

8.5. Communication of Retirement

The Board Chair will inform the Board of the Board member's retirement and date of effect of the retirement.

The Board member's correspondence detailing their intent to resign is to be tabled as Correspondence at the next Board meeting following its receipt. The resignation and the effective date should be recorded in the Minutes of the Board Meeting.

8.6. Administration

The CEO, or their delegate, will ensure the following are completed:

- Removal of the retiring Board members access to all Board IT platforms, including but not limited to, the Portal and the Microsoft Office suite
- Removal of the retiring Board member from any GWH internal email groups or other automatic distribution lists
- Removal of the retiring Board member's details from any public locations, such as the GWH website
- If the retiring Board member has also included a formal intention to resign their membership of GWH, then the person's name must be removed from the membership list wherever it appears e.g. Facebook, GWH website.
- Notify Consumer Affairs Victoria of the resignation within 14 days of the resignation being received
- Notify ACNC of the resignation and have the Board members name removed from the Responsible Persons list for GWH within 60 days of the resignation being received

Consideration of recruiting a suitable candidate to fill any vacant positions on the Board should be considered at the first Board Meeting following the departure of the retiring Board member.

9. Service & Departure Recognition

Upon the end of a Board members' terms with GWH or their resignation from the Board their service and departure will be recognised on behalf of GWH in the following way:

- Less than 1 year - $50
- Between 1 year and up to 3 years - $100
- Between 3 and 6 years - $150
- Over 6 years - $200

Departure gifts will be sent to the retiring Board members via post.

10. Definitions

Term	Definition
In writing	Includes via email

11. Related Documents & Resources

Documents available on the Staff Portal:

- GWH Constitution
- GOV-01 Privacy and Confidentiality
- GOV-07 Risk Management Policy
- GOV-13 Board Member Recruitment and Nomination
- GOV-17 Conflict of Interest Policy
- GOV-19 Fraud Policy
- GOV-20 Financial Management Policy
- GOV-21 Delegation Authority Schedule
- GOV-23 Child Safety and Wellbeing Policy
- HR-03 Safe and Respectful Workplace Policy

Legislation and external resources:

- Australian Charities and Not for Profit Commission
- Institute of Community Directors Australia (ICDA)
- Australian Institute of Company Directors (AICD)
- Justice Connect Not for Profit Law
- Association Incorporation Reform Act 2012 (Vic)

APPENDIX 1 – Acknowledgement of Policies

I acknowledge that I have read, understood and agree to comply with the below policies and procedures in the performance of my duties, including any new policies added to the Board Handbook as mandatory.

I understand that these policies may be updated or amended, and I accept responsibility for ensuring I remain familiar with and comply with the most current versions of all relevant policies.

- Board Handbook
- Child Safety and Wellbeing Policy
- Conflict of Interest Policy
- Delegation Authority Schedule
- Financial Management Policy
- Grievance Policy
- Privacy Policy
- Related Party Transaction Policy
- Safe and Respectful Workplace Policy

APPENDIX 2 - Acknowledgement of Board Director Resignation / End of Terms

Dear [Director Name],

I write to formally acknowledge receipt of your resignation as a Director of the Board of Gippsland Women's Health, effective [Resignation Date]. On behalf of the Board, I confirm that your resignation has been accepted.

Please note that your resignation letter will be tabled at the next available Board meeting and recorded in the official minutes.

OR

I write to formally acknowledge that you have completed your six year term limits as a Director of the Board of Gippsland Women's Health, effective [Date of relevant AGM].

[Insert personal message of thanks and recognition here]

We appreciate the time, expertise, and commitment you have contributed during your tenure with the Board.

Should you wish to provide any feedback regarding your experience on the Board, we would welcome your insights. Please feel free to include this in writing or discuss with me directly.

You are reminded that your duty to maintain confidentiality continues beyond your period of Board membership. This includes all sensitive, confidential, and proprietary information acquired during your tenure.

With my thanks for your contributions and wishing you all the best.

Yours sincerely,

[Board Chair Name]
Board Chair
[Organisation Name]