



ashm

Supporting the HIV, Viral Hepatitis and Sexual Health Workforce

Click to enter Name and Address Information here – 6 Lines Max for Envelope.

Dear Click to enter Name here.,

Appointment as a Director for Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine (ASHM)

Congratulations on your appointment to the governing body (the Board) of ASHM.

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

As a member of the Board of a charity registered with the Australian Charities and Not-for-profits Commission (ACNC), you have duties and responsibilities that come with your role. You may also have other obligations and duties under to other government agencies or under other laws.

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 honestly and 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 misuse information obtained in performing your duties.** Any special knowledge that you gain as a Board 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 actual or perceived conflicts of interest.** If your duty to act in the best interests of the charity is in conflict with (or may conflict with) your

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personal interests you must disclose this responsibly. ASHM has a detailed conflicts of interest policy which you should understand and comply with

- **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.
- **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 Board member helps ASHM 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*.

If you have any concerns about meeting these duties, talk to me 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.

In addition to the ACNC's core governance standards, ASHM maintains its own **Board Governance Charter**, which is attached to this letter, which outlines other responsibilities of its Board. These additional Board practices are consistent with good practice and standards provided by the Australian Institute of Company Directors. Please take time to read this and if you have any queries or comments on this document then please let me know. The implementation of this charter is still in progress with pending items marked in coloured text.

ASHM is committed to helping ensure that its Directors meet the standards of the ACNC and its Board Governance Charter. If there are any training requirements that would be of assistance to you then please let me know.

Congratulations again on your appointment as a Board member of ASHM. Thank you for donating your time and expertise.

Kind regards

Mark Bloch, President

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[Click here to enter a date.](#)

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