NSW FAR WEST SMALL BUSINESS NETWORK

Position Descriptors

Prepared for Network Members / Public

Created by NSWFW Small Business Network Board

Version 2.0 (Adopted)

Position Descriptors

Position Descriptions – NSW Far West Small Business Network

Stone Business Consultancy (SBC)

- Complies with the membership agreement.
- Acts as returning officer for AGM elections.
- Directs member enquiries to the appropriate executive or board member.
- Enjoys the rights and privileges of executive membership.
- Mentors and advises executive and board members.

President

- Oversees the administration of the Network and ensures all Board responsibilities are met.
- Acts as returning officer for elections outside the AGM, unless nominating—then another board member is appointed.
- Chairs meetings and events.
- Ensures the Networks' Strategic Plan is being followed by the Board.

Chairperson

- Acts on resolutions made by the Board and general members.
- Ensures compliance with the membership agreement and relevant policies.
- Plans upcoming events with the Secretary, including event type and venue.
- Negotiates and signs external agreements on behalf of the Network, as approved by the Board.
- Undertakes the dual role of "President," unless a separate President has been elected.

Secretary (also serves as Assistant Chairperson and/or Assistant President).

- Publishes press releases and official correspondence (with SBC and Publicity Officer) within 7 days.
- Notifies members of upcoming events, manages RSVPs and relevant details.
- Records, maintains, and distributes minutes and records of appointments and meeting proceedings.
- Prepares meeting agendas and circulates them after consulting the board.
- Processes membership applications within 7 days in line with the membership agreement.
- Maintains an up-to-date membership roll.
- Acts as Chairperson in their absence, either on an interim or acting basis.
- (If applicable) May share or delegate duties with an Assistant Secretary.

Publicity and Recruitment Officer

- Co-manages social media and regularly publishes updates (with SBC).
- Recruits new members to the Network.
- Manages all marketing and advertising materials, including event and program photos.
- Publishes a newsletter as requested by the Board.

Board Members

- Adhere to the membership agreement.
- Participate in meetings (including by email or digital correspondence).
- Respond to reasonable communications promptly.
- Represent and advocate for the interests of members.
- Support the Chairperson with reasonable tasks as their capacity allows.
- Decide if and how the Network engages with external boards or advisory groups.

Aboriginal Liaison Officer

- Builds relationships with Aboriginal communities and organisations.
- Supports Aboriginal business owners with advice and guidance.
- Assists in shaping inclusive policies and business practices.
- Advocates for Aboriginal interests within and outside the Network.

Regional Delegate

- Represents small businesses in their region and voices local concerns to the Board.
- Keeps regional members informed about Network initiatives and policy changes.
- Advocates for regional-specific challenges to ensure they're considered in planning and advocacy.