

NATIONAL WOMEN'S COUNCIL



POSITION STATEMENT OF THE MANAGER

The Manager is responsible for:	
1.	The Manager is responsible for:
(i)	Ensuring that the organisation complies with its constitution and all relevant statutory and regulatory requirements, codes of ethics and rules established by the Board.
(ii)	Providing the Board as a whole and members individually with detailed guidance as to how their responsibilities should be properly discharged in the best interests of the organisation.
(iii)	Developing the agenda of Board and Board committee meetings in consultation with the Chairperson.
(iv)	Circulating agendas and any supporting papers in good time.
(v)	Ensuring the presentation of high-quality information to the Board and its committees.
(vi)	Checking that quorum of meetings is present.
(vii)	Taking minutes of Board meetings and circulating the draft minutes to all members.
(viii)	Assisting in the proper induction of Board Members and assessment of their specific training needs.
(ix)	Providing comprehensive practical support and guidance to Board Members.
2.	The Manager should ensure compliance with all relevant statutory and regulatory requirements.
3.	The Manager needs to Communicate with stakeholders, as appropriate, and ensure that due regard is paid to their interests.
4.	Both the appointment and removal of the Manager shall be a matter for the Board as a whole.
5.	The Board must satisfy itself that the appointee is fit and proper and has the requisite attributes, experience and qualification to properly discharge his/her duties.
6.	The Manager should report to the Chairperson on all Board governance matters.
7.	The Chairperson and the Manager should periodically review whether the Board and the organisation's other governance processes, for example Board and committee evaluation, are fit for purpose, and consider any improvements or initiatives that could strengthen the governance of the organisation.
8.	In the case of Statutory Bodies, the same principles that apply to Company Secretary should apply to the Manager.

Approved by the Board at its 48th Meeting held on 27th October 2025.

**NATIONAL WOMEN'S COUNCIL
OCTOBER 2025.**