

IRCA Board of Directors Portfolio Policy

1. Purpose

The purpose of the IRCA Board of Directors Portfolio Policy is to give effect to the requirements of *Clause 6.2.1.5* of the IRCA Constitution with regard to the Eligibility of Directors.

Clause 6.2.1.5 seeks to strengthen the capacity of the IRCA Board through setting desirable skills and experience attributes for Directors in addition to personal and organisational requirements. The Clause requires that skills and experience attributes for Board members be set out in a policy for approval at each IRCA AGM.

The IRCA Board of Directors Portfolio Policy is also to be read in conjunction with:

- The *IRCA Diversity Policy* that sets out diversity goals for IRCA Directors and IRCA staff.
- The *IRCA Communications Policy* that sets out protocols for IRCA public statements.
- *Clause 6.2.3* of the IRCA Constitution that requires a minimum of 50% representation on the IRCA Board by organisations serving remote Aboriginal and Torres Strait Islander communities.

2. Organisation of this Policy

This Policy is organised into three sections:

- Policy Principles
- *Schedule*: Portfolio areas as approved annually at the IRCA Annual General Meeting.
- *Appendix*: Portfolio/Diversity matrix for use in recording skills and diversity attributes of nominations for Board Director.

3. Policy Principles

3.1 Purpose and role of Director Portfolios

- Portfolio roles are advisory roles for the benefit of the IRCA Board and General Manager only. The Portfolio role advises the IRCA Board and General Manager in the development of IRCA policies, position statements and strategies.
- The IRCA Board, when considering Portfolio advice, is to take into account a range of considerations and information in reaching a decision. The Portfolio advice will not in itself be the sole guide in reaching a decision.

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3.2 Specification of Portfolio areas

- Portfolio areas will be reviewed annually by the General Manager and IRCA Board at least two months prior to the scheduled IRCA AGM.
- Recommendations for continuation, additions or amendments to the Portfolio areas will be signed off by the IRCA General Manager and Chairperson before putting to members at the IRCA AGM.

3.3 Portfolios and nominations for Director positions

- The General Manager or an appointed Returning Officer will ensure that information on Portfolio areas and diversity target groups is included in the call for nominations for Director positions.
- The form for nominating Directors will enable nominees to include relevant information against the Portfolio areas and nominate relevant target diversity areas.

3.4 Review of Board nominations against Portfolio areas

- The General Manager or an appointed Returning Officer will review eligible Director nominations using the matrix in the Appendix to this Policy.
- A report will be produced from the review and made available to voting members as appropriate to the voting arrangements for Director vacancies.

3.5 Allocation of Directors to Portfolios

- A Director may be allocated, with their agreement, to one or more Portfolio areas according to their skills and experience.
- Not all Directors need to carry a Portfolio role.
- Allocation of Directors to Portfolio areas will take place at Board meetings from time to time as guided by Board elections and the filling of vacancies. As far as possible the allocation of Portfolio roles should take place at the next Board Meeting after an AGM.
- Allocation of Directors to Portfolio areas is to be through mutual agreement by all Board Directors. Information to support the reaching of mutual agreement is to be based on Director nomination information provided by a successfully appointed Director and balanced against existing Portfolio roles within the Board if any.
- The IRCA General Manager will publish information on Director Portfolio allocations on the IRCA website.
- A Director may withdraw from a Portfolio role by writing to the IRCA Board Chairperson. Withdrawal from a Portfolio area does not require resignation as a Director.

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3.6 Portfolio role delegations

- Directors taking up Portfolio roles will not:
 - Act as the public IRCA Spokesperson on the Portfolio area except where approved to do so under the terms of the *IRCA Communications Policy*.
 - Communicate directly with IRCA members other than according to agreed Board policies and strategies.
 - Publicly endorse as an IRCA Director, any commercial product, program, business, organisation or service relevant to their Portfolio area.
 - Independently initiate projects or programs in their Portfolio area on behalf of IRCA.
- Directors taking up Portfolio roles will:
 - Work through the General Manager where the support of IRCA staff is required or desirable.
 - Abide by the IRCA Constitution in their dealings with IRCA and the IRCA Board as well as in dealings with organisations, businesses and individuals in their role as the Portfolio area representative.
- Portfolio roles are honorary only. No remuneration is payable for Portfolio role responsibility. Directors filling a Portfolio role are eligible only for considerations allowed within the IRCA Constitution and CATSI Act.

4. Related Policies and Documents

- IRCA Diversity Policy
- IRCA Communications Policy
- IRCA Board Portfolios Policy -Matrix
- [IRCA Constitution](#)

Version	Date adopted/revised	Endorsement/Description of change
1.	1 March 2017	General Manager Daniel Featherstone
1.	1 March 2017	Endorsed by IRCA Board

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Schedule - Portfolio Areas

Portfolio Area	Focus areas ¹
Language and culture	<ul style="list-style-type: none"> ▪ Maintenance and strengthening of Aboriginal and Torres Strait Islander languages and cultures through media activities and productions. ▪ Supporting the protection of Indigenous Cultural and Intellectual Property rights as relevant to media and communications.
Member services	<ul style="list-style-type: none"> ▪ Service provision to IRCA members to meet member needs
Radio content development and sharing	<ul style="list-style-type: none"> ▪ Resources and capacity available to Aboriginal and Torres Strait Islander radio broadcasters and producers. ▪ Aboriginal and Torres Islander media distribution options and channels for strengthening and expanding the reach of Aboriginal and Torres Strait Islander radio.
Screen development	<ul style="list-style-type: none"> ▪ Resources and capacity available to Aboriginal and Torres Strait Islander screen producers, including multimedia producers. ▪ Aboriginal and Torres Islander media distribution options and channels for strengthening and expanding the reach of Aboriginal and Torres Strait Islander screen content, including content for IT device screens.
Technical & convergence	<ul style="list-style-type: none"> ▪ Technology strengthening as well as innovation in broadcasting, communications and media production. ▪ Digital convergence relevant to media production and distribution.
Training and employment	<ul style="list-style-type: none"> ▪ Expansion of quality training provision to the Aboriginal and Torres Strait Islander not-for-profit media industry, including current and emerging skills areas. ▪ Expansion of employment and the growth of employment pathways within the Aboriginal and Torres Strait Islander not-for-profit media and communications industry.
Industry events	<ul style="list-style-type: none"> ▪ Running of industry events to support IRCA's representation and advocacy of the Aboriginal and Torres Strait islander not-for-profit media and communications industry.
Marketing and promotions	<ul style="list-style-type: none"> ▪ Marketing and promotion of the Aboriginal and Torres Strait Islander not-for-profit media industry within IRCA's representation and advocacy role. ▪ Marketing and promotion of IRCA.
Business development	<ul style="list-style-type: none"> ▪ Capacity growth in the Aboriginal and Torres Strait islander not-for-profit media industry to source diverse income streams where appropriate. ▪ Capacity growth in IRCA to source diverse income streams where appropriate.

¹ Focus area descriptions are a summary only of the overall intent of the Portfolio area. Emphases may change from time as time as well as expand in response to technology changes as well as through IRCA Policy changes.

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Portfolio Area	Focus areas¹
Digital inclusion	<ul style="list-style-type: none">▪ Digital literacy development for Aboriginal and Torres Strait islander communities and peoples.▪ Internet connectivity, broadband and mobile telephony rollouts and improvements for Aboriginal and Torres Strait islander communities to enable connection to relevant media services.
Policy and research	<ul style="list-style-type: none">▪ Development of policy to support and expand the Aboriginal and Torres Strait Islander not-for-profit media and communications industry.▪ Development of quality research to underpin IRCA's representation and advocacy work.
Audit, Risk, Finance and Legal	<ul style="list-style-type: none">▪ Financial analysis.▪ Risk assessment and review of risk management plan.▪ Audit of assets, resources and human resources.▪ IRCA compliance with relevant legislation and regulations.▪ Legal service scope as part of IRCA member services.