

## 1. Introduction

Motivation Australia's Board of Governors meets at least three times each year and is responsible for overseeing the affairs of Motivation Australia. Members of the Board of Governors (also known as Governors) volunteer their time, experience and expertise to carry out governance duties. From time to time governors may undertake additional activities for Motivation Australia as either a volunteer or short-term consultant. This policy defines remuneration arrangements for members of Motivation Australia's Board of Governors in relation to the performance of governance duties and additional activities.

For the purpose of this policy, remuneration is defined as:

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| <b>Remuneration</b> | The total compensation received by an individual in exchange for their service performed for an employer. Typically, this consists of monetary rewards, also referred to as wage or salary. |
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## 2. Purpose

The purpose of this policy is to provide clear guidance to the Motivation Australia's Board of Governors and CEO regarding remuneration to members of the Board of Governors.

## 3. Policy

- 3.1. Governors shall not be appointed to any salaried office of Motivation Australia.
- 3.2. Governors fulfil their governance duties voluntarily without remuneration or financial benefit save and except the repayment of reasonable out of pocket expenses incurred in the discharge of his or her governance duties.
- 3.3. Out of pocket expenses may include and are not limited to the cost of attendance at board meetings and workshops.
- 3.4. Governors who act in a capacity of volunteer for Motivation Australia for tasks not related to governance are eligible to have their expenses covered. In this instance, payment of expenses will be calculated as they would be for any other Motivation Australia volunteer.
- 3.5. Governors may be eligible to undertake a short-term consultancy for Motivation Australia where they are deemed by the CEO to have the requisite skills to fulfil a specific consultancy. In this instance:
  - Remuneration will be determined by the CEO in accordance with Motivation Australia consultancy rates
  - The Governor will have no part in any Board or other discussion related to the forming of the consultancy contract
  - Approval will be sought in advance from the Board of Governors and documented in Board minutes.

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3.6. Any form of remuneration paid to any Governor must be disclosed in Motivation Australia’s annual financial statements, in accordance with ACNC Governance Standard 2 (Accountability to members); and Australian Council for International Development Quality Principle 7 (Governance).

## 4. Responsibility

4.1. Members of Motivation Australia’s Board of Governors are responsible for ensuring compliance with this policy.

## 5. Related documents

| Document no: | Title and location          |
|--------------|-----------------------------|
| POL-0009     | Conflict of interest policy |

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