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| Class B cemetery trust member position description |
| OFFICIAL |

# Introduction

Class B cemetery trust members represent the local communities in which the trust and its cemeteries are located and have a range of skills and experience in areas relevant to the governance of public bodies.

Trust members are expected to act in good faith, fairly and impartially, with honesty and integrity, and in the best interests of the trust and their communities.

# Duties and responsibilities

Duties and responsibilities of Class B cemetery trust members include:

* the provision of cemetery services
* ensuring each public cemetery for which the trust is responsible is managed properly and efficiently
* exercising their power under the *Cemeteries and Crematoria Act 2003* for the intended purpose
* setting the strategic directions of the trust
* ensuring systems are in place to enable effective financial management and records management
* keeping and rendering proper financial accounts
* ensuring services provided by the trust meet community needs
* actively participating in the governance of the trust
* using their own discretion when voting at trust meetings
* making decisions in good faith by being adequately informed about trust matters and exercising their judgement in the best interest of the trust
* disclosing real or perceived conflicts of interest and excluding themselves from any further discussion of or vote on any matter relating to the conflict of interest.

# Desirable skills and experience

* Community member
* Governance
* Clerical/administrative
* Financial management
* Information technology
* Knowledge of sector

# Position terms and conditions

* **Conflicts of interest**

Trust members are required to disclose any pecuniary interests or other interests that could conflict with the proper performance of their duties. Conflicts of interest must be recorded in meeting minutes and any trust member who has disclosed a conflict of interest must not take any further part in the discussion of or vote on any matter relating to the conflict of interest.

* **Legal obligations**

Trust members have legal obligations and duties under common law and under the constituting legislation, being the *Cemeteries and Crematoria Act 2003*, Cemeteries and Crematoria Regulations 2015, *Public Administration Act 2004* and other relevant state and federal legislation.

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