



Southwell Park, Northbourne Ave
Lyneham ACT 2602
PO Box 423
Dickson ACT 2602
Tel: 02 6241 4088
Fax: 02 6241 2434
www.act.netball.asn.au

NETBALL ACT

POLICY DOCUMENT

POLICY NAME: Board Directors Policy
DATE WRITTEN: 14 April 2014
DATE APPROVED: 23 April 2014
DATE UPDATED:
RESPONSIBLE OFFICER: General Manager, Netball ACT
President, Netball ACT

1. INTRODUCTION

A Board operates more effectively if the Directors of the Board know their respective duties and obligations.

2. PURPOSE

This policy seeks to ensure that the President and Directors of the Netball ACT Board know their respective duties and obligations.

3. POLICY

The President and Directors of the Netball ACT Board shall have the duties and obligations set out in Appendix A and Appendix B respectively.

4. PROCEDURES

Responsibilities

The General Manager (GM) shall be responsible for including this policy in the induction package provided to new Directors.

The General Manager shall be responsible for ensuring that a copy of this policy is available for reference in Board meetings.

The President shall be responsible for making a ruling on any point in dispute in this policy.

Processes

This policy shall be included in the induction package provided to new Directors.

A copy of this policy shall be available for reference in Board meetings.

Any point in dispute in this policy shall be resolved by the Chair.

APPENDIX A - POSITION STATEMENT: NETBALL ACT PRESIDENT

INTRODUCTION

Netball ACT is a non-profit state sporting organisation established to support and promote the sport of Netball in the ACT through the marketing, organisation and facilitation of all aspects of the game in the Territory. The following position description provides an overview of responsibilities associated with the role of President.

PRIMARY RESPONSIBILITY

- | | |
|--|---|
| Governance | <ul style="list-style-type: none">• Provide leadership to the organisation• Ensure, in partnership with the Board, that the organisation's objectives, goals and mission are being followed• Work with the GM to ensure, in partnership with the Board, that the organisation develops in the appropriate direction• Work with the GM to ensure, in partnership with the Board, that the organisation operates in an ethically, environmentally, and socially responsible fashion |
| Planning | <ul style="list-style-type: none">• Oversee, in partnership with the Board, the regular review and development of the Strategic Plan |
| Meetings | <ul style="list-style-type: none">• Ensure that appropriate standing orders are in place• With the GM, prepare the agenda in advance of the meeting• Chair Board meetings according to the Constitution• Rule on issues of meetings procedure not covered in the Constitution• Report to the Annual General Meeting on the situation of the organisation• Chair General Meetings according to the Constitution• Chair meetings of the President's Forum (March and October) |
| Administrative & Management | <ul style="list-style-type: none">• Serve on Board committees as required• Liaise with Board committee chairs and report to the Board where appropriate• Personally carry out administrative duties as assigned• Ensure that appropriate personnel policies and procedures are in place for GM and other staff• Oversee the annual performance review of the GM• Oversee the succession of the GM• Oversee the management of the business of the Board• Oversee the management of the recruitment, induction, and training of Directors, in partnership with the Board• Oversee the management, in partnership with the Board, of the assessment, review and renewal of the Board• Oversee the management of the organisation's grievance procedures• Ensure the harmony of Board deliberations• Manage, in partnership with the Board, the succession of the position of President• Serve as liaison with the GM and, through them, to the staff |

- In consultation with the GM, report to the Board on staff management issues
- Media**
 - Under the organisation’s Media Policy, serve as spokesperson for the organisation as appropriate
- Promotion**
 - Promote the organisation in the community as opportunities arise
- Negotiation**
 - Work with the GM in negotiation with other organisations; report to the Board
- Legal**
 - Oversee staff to ensure that
 - the modes of performance of all legal requirements are featured in the procedures manual
 - the performance of all legal requirements is reported to the Board
 - the performance of all legal requirements is fully documented.
 - Ensure that all legal requirements are met
- Finance**
 - Oversee the GM to ensure that the organisation’s financial control procedures are adequate and that risk management strategies are in place
- Other duties**
 - As for Board members (see Appendix B)

KNOWLEDGE AND SKILL REQUIREMENTS

- A desire to grow the sport of netball
- A capacity to represent the organisation in a professional manner
- A commitment to improving the status of netball within the ACT and at Australian level
- A knowledge and understanding of current issues facing the sport of netball
- Ability to actively contribute to the work of Netball ACT through Board and other activities
- A strong strategic and policy focus
- Knowledge and experience of the legal responsibilities of a Director of an incorporated association
- Ability to comply with all legal and moral responsibilities outlined in the Associations Incorporation Act

APPENDIX B - POSITION STATEMENT: NETBALL ACT DIRECTOR

INTRODUCTION

Netball ACT is a non-profit state sporting organisation established to support and promote the sport of Netball in the ACT through the marketing, organisation and facilitation of all aspects of the game in the Territory. The following position description provides an overview of responsibilities associated with the role of Director.

PRIMARY RESPONSIBILITY

- | | |
|--|---|
| Governance | <p>In partnership with the Board, Directors are to:</p> <ul style="list-style-type: none">• Determine the Association's mission and purpose• Set a strategic vision and plan for the Association• Ensure the Association is financially and legally accountable• Appoint and monitor the Association's GM;• Ensure the Association has adequate resources• Work to enhance the group's public image• Assess the board's effectiveness• Organise and attend Board retreats and other evaluation activities as necessary |
| Planning | <ul style="list-style-type: none">• Oversee the regular review and development of the Strategic Plan, in partnership with the Board |
| Meetings | <ul style="list-style-type: none">• Attend and participate in Board meetings as required |
| Administrative & Management | <ul style="list-style-type: none">• Serve on Board committees as required• Personally carry out administrative duties as assigned• Manage, in partnership with the Board, the succession of the position of President• Approve major programs and projects, in partnership with the Board, to be undertaken by the Association in achieving its mission |
| Promotion | <ul style="list-style-type: none">• Represent stakeholders views at meetings as required• Promote the organisation in the community as opportunities arise |
| Finance | <ul style="list-style-type: none">• Set and approve the Association's Budget, in partnership with the Board• Work with the GM to manage risk |

KNOWLEDGE AND SKILL REQUIREMENTS

- A desire to grow the sport of netball
- A capacity to represent the organisation in a professional manner
- A commitment to improving the status of netball within the ACT and at Australian level
- A knowledge and understanding of current issues facing the sport of netball
- Ability to actively contribute to the work of Netball ACT through Board and other activities
- A strong strategic and policy focus
- Knowledge and experience of the legal responsibilities of a Director of an incorporated association
- Ability to comply with all legal and moral responsibilities outlined in the Associations Incorporation Act