

**Board Agenda and Workplan Template**

**April 2018**

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| Procedures number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by CEO on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraphs 1.6, 4.4, 4.5 and 4.11.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

**DISCLAIMER: THE INFORMATION PROVIDED IN THIS TEMPLATE IS FOR YOUR INFORMATION ONLY. THE AUTHOR AND THE NSW OFFICE OF SPORT ACCEPT NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION OR YOUR RELIANCE UPON IT.**

END NOVEMBER – AGM

Board 1 – end January

* Attendance, apologies and disclosure of interests
* Minutes of previous meeting
	+ Matters arising
* Financial reports (noting)
	+ Risk plan review
* CEO’s report (noting)
	+ Strategic plan review
	+ Council and committee reports
* Budget and Finance, Risk & Audit C review (strategic and decision)

Board 2 – mid March

* Attendance, apologies and disclosure of interests
* Minutes of previous meeting
	+ Matters arising
* Financial reports (noting)
	+ Risk plan review
* CEO’s report
	+ Strategic plan review
	+ Council and committee reports
* Key committee or strategic pillar #1 review (strategic)

Board 3 – end April

* Attendance, apologies and disclosure of interests
* Minutes of previous meeting
	+ Matters arising
* Financial reports (noting)
	+ Risk plan review
* CEO’s report
	+ Strategic plan review
	+ Council and committee reports
* Key committee or strategic pillar #2 review (strategic)

Board 4 – mid June

* Attendance, apologies and disclosure of interests
* Minutes of previous meeting
	+ Matters arising
* Financial reports (noting)
	+ Risk plan review
* CEO’s report
	+ Strategic plan review
	+ Council and committee reports
* Key committee or strategic pillar #3 review (strategic)

Board 5 – end July

* Attendance, apologies and disclosure of interests
* Minutes of previous meeting
	+ Matters arising
* Financial reports (noting)
	+ Risk plan review
* CEO’s report
	+ Strategic plan review
	+ Council and committee reports
* Key committee or strategic pillar #4 review (strategic)

Board 6 – mid September

* Attendance, apologies and disclosure of interests
* Minutes of previous meeting
	+ Matters arising
* Financial reports (noting)
	+ Risk plan review
* CEO’s report
	+ Strategic plan review
	+ Council and committee reports
* Key committee or strategic pillar #5 review (strategic)

Board 7 – end October

* Attendance, apologies and disclosure of interests
* Minutes of previous meeting
	+ Matters arising
* Financial reports (noting)
	+ Risk plan review
* CEO’s report
	+ Strategic plan review
	+ Council and committee reports
* Review of draft financials, Board and governance issues review (strategic)

Board 8 – mid November

* Attendance, apologies and disclosure of interests
* Minutes of previous meeting
	+ Matters arising
* Pre-AGM matters and approval of financial statements and annual report (decision)