

**Board Skills Template**

**April 2018**

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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, in particular, section 5.3.

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.

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Board Skills

# Introduction

Seven (7) Directors are elected by the Members and up to two (2) Directors appointed by the elected Directors above. An independent Director need not be a Member.

# Skills

The desired skills and qualifications for Directors are as follows.

Elected and appointed Directors shall:

### comply with the selection criteria below and the duty statement for directors of the Club/Association. The skills base of the elected Directors shall be included in the Club/Association Board Skills matrix as certification for use by the Nomination Committee.

The recommended selection criteria include:

#### commitment to Club/Association objects, policies, rules and values;

#### knowledge of sport in general;

#### previous experience as a committee member or director;

#### demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing and sporting bodies;

#### management and administration skills, preferably with knowledge of the Associations Incorporation Act and Not-for-Profit compliance in the areas of corporate governance and directors’ duties and responsibilities;

#### excellent presentation, communications and advocacy skills in order to articulate the vision and objects of the Club/Association;

#### ability to demonstrate major achievement or contributions in previous roles (either in professional vocational capacity or in sport);

#### ability to work and communicate effectively within the Board and with external parties. A candidate must not at any time act in a manner prejudicial to, or contrary to the interests or objects of the Club/Association;

#### understanding the strategic planning process and have the ability to implement;

#### commitment to the role and have the ability to devote sufficient time and energy to the position, including a preparedness to engage in professional development as required by the Club/Association; and

### be Directors of the Club/Association and comply with all relevant rules and policies Charter; and

### for elected Directors, be members of the Club/Association.

Independent Directors may have specific skills in government, commerce, finance, marketing, law or business generally or such other skills which complement the Board composition and the Club/Association’s strategic priorities. However, they need not necessarily have experience in or exposure to sport. An Independent Director does not need to be a member of the Club/Association.

 The chair:

### may be an elected or appointed Director;

### will be elected by the members of the Board at the first Board meeting following the expiry or sooner termination of term of office of the person previously elected Chair; and

### will hold office for the balance of his or her term as a Director.