

**Chair 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 and in particular paragraph 4.2.

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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The Chair’s Role

# The role as Chair

The chair may be an elected or appointed Director and will hold office for the balance of his or her term as a Director.

The Board shall appoint a chair from among its number. The chair may be the nominal head of the Club/Association and will act as chair of any Board meeting or General Meeting at which he is present. If the chair is not present, or is unwilling or unable to preside at a Board meeting the remaining Directors shall appoint another Director to preside as chair for that meeting only.

The role of the chair is summarised below.

### The chair should ensure that discussion at meetings is on issues that, according to the Constitution and the Club/Association policies, clearly belong to the Board to decide, and do not impinge on the role of senior management (if appointed).

### The authority of the chair consists of making decisions that fall within topics covered by Board policies on governance process, policies and the Constitution.

### The chair has no authority to change Board decisions.

### The chair may delegate authority but always remains accountable for its use.

### Unless delegated to another party by the Board, the chair is the principal media spokesperson for the Club/Association.

# The Chair and the Board

### The chair should identify the issues of significance to the Board, provide the right environment for consideration of those issues and ensure that all Directors have the opportunity to put their views and have them considered.

### A carefully structured Board meeting must deal with routine matters quickly and efficiently, allowing time for attention to key areas of responsibility such as accountability, strategic thinking, monitoring and policy issues.

# The Chair and senior management

The chair represents the most critical link to the Club/Association through his relationship with senior management. The chair must be able to strike the right balance in supporting and trusting senior management while retaining an objective view of the management of the Club/Association. Individual Directors should wherever possible use the chair as the appropriate link between the Board and senior management.